

TENDER DOCUMENT FOR

**Providing Manpower through Service Contract for
Army Public School Bhuj**

at

Military Cantt Bhuj

NAME OF TENDERER	
ADDRESS	

Last Date of Submission: 20.03.2024

Time: Till 14: 00 Hours

**ARMY PUBLIC SCHOOL BHUJ
MILITARY CANTT
This tender consist of pages from 01 to 10**

ARMY PUBLIC SCHOOL : BHUJ

TENDER DOCUMENT

To

M/s

.....

Sub : "Inviting Bid for engaging Service Provider Registered Firm for providing Manpower through service contract.

NOTE: only one service provider who will provide the service for all the mentioned categories will be entertained.

Sir/Madam,

1. The Army Public School is, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The AWES administers the Scheme of Army Schools set up for imparting education to the children of transferable Army Employees among others.

2. Sealed competitive Bids are invited by the APS Bhuj from the reputed/registered consultant Service Provider Firm for providing Manpower through service contract for the period of one year with effect from 01 Apr 2024. Quotes for each category of staffs shall not exceed NERRICK Rates prescribed for skilled/unskilled workers by Kutch (Bhuj) district administration existing area.

S/No	Category of Manpower	Nos.
(a)	Multitasking	02 Male
(b)	Gardener	02 Male
(c)	House Keeping	06 (Two female)
(d)	Peon	01 Male
(e)	Driver	01 Male
(f)	Caretaker	11 Female
(g)	Security Guard	05 Male

3. That the tenure of the service agreement shall be initially for the period of one year with effect from 01 Apr 2024 and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or payment one month's due in lieu of the notice. The same will be renewed upto two years.

4. An outline of tasks to be carried out by different category of manpower provided daily 8 ½ hour duty including ½ hour for lunch break. The responsibilities are as under:-

S.No.	Category of	Responsibilities
(a)	Multitasking	Will work as per Annexure IV and as per the duties assigned by the Principal and higher authorities.
(b)	Security Services	Security services in Flamingo Wing & Eagle Wing buildings, all the days including holidays and round the clock. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
(c)	House Keeping	Complete cleaning/sweeping of all rooms of the Flamingo Wing & Eagle Wing Buildings in all days except Sunday and holidays, unless required on requisition.
(d)	Gardener	Maintenance of garden and arboriculture in the Flamingo Wing & Eagle Wing Campus.
(e)	Caretaker	Provide responsible care for children during all activities. Treat all children with care and compassion. Uphold all safety standards.

5. **Quoted Price :**

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (**Appendix - A**).

The Bidder shall quote the rates as per Minimum Wages Act 1948., Govt of Gujarat/ NERRICK RATES KUTCH (BHUJ) DISTRICT.

(b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.

(c) 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.

(d) Correction if any shall be made by crossing out, initialing, dating and rewriting.

(e) The Bidder shall deposit **Rs 2000/-** for the tender form and **Rs 20,000/- as Earnest money Deposit (EMD) per each service separately in the form Demand Draft/ Pay Order** drawn in favour of **Army Public School Bhuj** payable at "**State Bank of India** " along-with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(f) The selected firm has to furnish Security Deposit in the Demand Draft for an amount of **10% of (Total amount of quotation for one year)** valid for 12 months from the date of award of the contract. The security Deposit shall be submitted within 10 days from the date of Notification awarding. The earnest money shall be returned only after the Security Deposit is submitted by the Contracting Agency.

(g) Telex or Facsimile Bids are not acceptable. The bids can be submitted physically in the Tender Box placed in school office as well as regd post/ speed post.

6. Each Bidder can submit only one Bid.

7. **Terms and Conditions:**

(a) The remuneration shall be disbursed through cheque / electronic transfer at **School** premises in the presence of representative of the Bidder or its constituent.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **School** as per the monthly remuneration

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

(i) Details of disbursement made to the staff furnishing cheque/ NEFT details for each payment.

(ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax. 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 his employees deputed as per the format suggested by the Indenting Office valid for the period of contract. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.

(e) In case of absence on any working day, either alternative arrangement by agency will be made or daily wages will be deducted.

(f) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by APS, Bhuj. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by **the School**. 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, Bhuj shall be made within 24 hours.

(g) The contracting Agency will be required to sign a contract with the **School** as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

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

- (i) Terms and Conditions for Flamingo Wing :-
 (i) Alternative arrangement should arrive 24 hours prior to the leaves of the actual employee for work understanding.
 (ii) Aayas duty includes class room assistance, class room cleaning & wash room cleaning when required.
 (iii) Aayas should strictly prohibit themselves from tobacco chewing and smoking.
 (iv) Medical examination done in last 2 months to be provided to the school.

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) **The bid will be treated as non-responsive if following documents are not attached:-**
 (i) 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.
 (ii) Audited Balance Sheet & Profit and Loss Account.
 (iii) List of clientele during last 3 years along with cost of assignment.
 (iii) PAN No. and Current IT clearance certificate.
 (v) Attested copy of proof of EPF registration.
 (vi) Attested copy of proof of ESI registration.
 (vii) Attested copy of proof of Service Tax Registration.

9. (a) The Nerrick Rates is to be provided in the prescribed attached format as per Gujarat State Government minimum wages(Govt. order must be attached).
 (b) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

10. **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.

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

- (a) It is requested to submit the rates in the original tender form in Sealed Bids super scribed on the envelope as "**Bids for providing Manpower on service charge basis**" latest on or before **20.03.2024** by 2.00 pm (**ONLY THROUGH Registered Post/Courier**).
 (b) **The quotation/tender/Bids will be opened in the office of the undersigned at 12.00 pm on 22 .03. 2024.**

Yours faithfully,

Signature: _____
Name: Jitendra Khemchand
Designation: Principal
For and on behalf of the
Army Public School Bhuj

ARMY PUBLIC SCHOOL : BHUJ**APPENDIX - 'A'****FORMAT OF BID**

(All figures in Rupees)								
S. No	Category of Manpower	Number	Unit monthly remuneration per head (as per Gujarat State Govt.)	EPF rate 13.61 %	ESI Rate 4.75%	Service charges including overhead and profit (Minimum 2.06% of Sl.No. 4 column)	Monthly Unit rate (Col. 4+5+6)	Total monthly cost (Col. 8x3 (Total Unit rate x No. of persons))
1	2	3	4	5	6	7	8	9
1	Multitasking	02						
2	Gardener	02						
3	House Keeping	06						
4	Peon	01						
5	Driver	01						
6	Caretaker	11						
7	Security Guard	05						
Total		28						

NOTE:

In case of discrepancy between unit price and total price, the unit price shall prevail.

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 or EMD of Rs. 20,000/- (Rupees twenty thousand dated _____ drawn on SBI Name of the Bank in favour of Army Public School Bhuj, State Bank of India. In absence of security money/EMD the quotation will be become invalid.

Bidder Signature: _____
Bidder Name: _____
Date & time: _____

TERMS AND CONIDITIONS FOR SECURITY GUARD

1. Name of the APS : Army Public School
2. Address : Army Public School, Bhuj
3. Area of the compounded building: 10.59 Acres
4. No. of days during they : All the days including holidays and round the clock.
are required

SCOPE OF WORK

That the agency shall provide security agreements for Flamingo Wing & Eagle Wing building premised located at Army Public School Bhuj from 01 Apr 2024.

1. That the tenure of the service agreement shall be initially for the period of one year with effect from 01 Apr 2024 and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or payment one month's due in lieu of the notice.
2. That the APS on its part shall not be liable to pay any charges , dues, compensation under any of the industrial loss or other loss applicable in this behalf of the personal which shall be the responsibility of the Agency only who shall be the employer of the such personnel.
3. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the executive committee of Army Public School Bhuj.
4. That the agency would undertake to engage, employ and provide the requisite number of members for the purpose and also responsible for the payment of their emoluments and dues, discipline and work.
5. That the entire responsibility for taking security measures of the said building/ premises is of the agency and School will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc, for negligence of the person (if proved) employed by it.
6. The agency shall provide complete continuous security measures throughout 24 hours by personnel in rotation or replacement.
7. That the APS Bhuj on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.
8. Watch and ward staff will be responsible to look after the property and keys deposited with Administrative Supervisor/Principal/ any other designated person. Duties and responsibilities of the school Academic and Administrative Staff.
9. To ensure that all rooms have been locked properly and keys deposited with the Administrative Supervisor/ Principal/Any other designated person. Duties and Responsibilities of the School Academic and Administrative Staff.
10. To ensure that nothing belonging to the school, teachers or students has been left out. He/She will report to the Principal if any item of school property or that of any student or teacher has been found out-side. He/She will keep such things in his custody and handover the same to the Principal the next day.

11. To lock the main gate.
12. To keep a watch on the school premises during the night and report any untoward incident to the Principal/ Administrative Officer if staying in the campus. He will report the incident to the Principal/Administrative Supervisor on telephone, if not staying in the campus as soon as possible. He will also report the incident to the neighboring unit for information and assistance.
13. To carry out any other task assigned to him by the Principal/ Adm Supervisor.
14. The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Distt Soldier Board or any other body of ex-servicemen recognized for the purpose by the state Govt as the case may be.

Sig of Contractor

Signature of Principal

TERMS AND CONIDITIONS FOR HOUSE KEEPING

1. Name of the APS : Army Public School
2. Address : Army Public School, Bhuj
3. Area of the compounded building: 10.59 Acres
4. No. of days during they : All the days including holidays and round the clock.
are required

SCOPE OF WORK

1. **That the agency shall provide House Keeping Staff for Eagle Wing building premised located at Army Public School Bhuj from 01 Apr 2024.**
 - (a) Sweeping of entire areas of the school building and surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.
 - (b) Cleaning of the floor areas with wet floor dusters and detergent disinfectants etc. once in the morning before opening of APS and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc, Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
 - (c) Cleaning and washing of toilets and urinals suing deodorant, detergent and disinfectant once in the morning and again in the afternoon or as may be specified by the principal.
 - (d) Cleaning of carpets, Durries etc.
 - (e) In case of shortage of water or non-availability of water, brining water from outside for cleaning.
 - (f) Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the APS.
 - (g) Regular dusting/cleaning of furniture (Table and chair) and equipment's, telephones, book cases, filling cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school every day before opening of the schools.
 - (h) The choking of the sanitary installations e.g. Traps bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
 - (j) All complaints of leakage in the GI and CI pipes etc are also to be attended within 24 hours.
2. Items of work to be done generally once in a week.
 - (a) Washing and scrubbing of floor areas with detergents and dirt removing agent provided by the APS to be done.
 - (b) Acid cleaning of sanitary wades, without damaging their shines.
 - (c) Removing stains from floor, doors and partitions by using surf or nay suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
 - (d) Cleaning of filled surfaces in the corridors and staircases.
 - (e) Cleaning of water storage tanks and water coolers, if any.
 - (f) Polishing of brass name plates and number plates and cleaning other name plates/Boards.
 - (g) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/ agents and cleaning of partition paneling etc.
 - (h) Removal of cobwebs in all rooms and other spaces of the School.
3. Requirement from the staff of Agency, Their duties, behaviour etc.
 - (a) The contractor shall comply with all the laws and regulations applicable in the matter of such workers are engaged by it.
 - (b) The contractors' staff shall not disturb the employees of the APS or make any sort of noise in the school premises.
 - (c) The contractor's workers shall be polite, courteous, well behaved and honest.
 - (d) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
 - (e) The antecedents of all the workers will be got verified from police by the agency before deployment for work.

- (f) The contractor's works shall not enter into any unlawful activity within the APS premises and shall have a good moral character.
- (h) The APS shall have the right to impose cash penalty on the contractor or deduct such amount s from its security deposit in case the APS is put to any financial loss directly or indirectly by any act of omission or commissioner on the part of the contractor's workers.
- (j) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by state Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the state. The APS shall not entertain any such acclaim of the person employed by the contractor and shall not be liable for it.
- (k) Insurance and accidents risks of the workers will be the responsibility of the contractor.
- (l) All the workers of the contractor shall be free from infectious diseases.
- (m) The contractor will ensure the proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.
- (n) The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from KV in writing.
- (o) The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the APS, sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
- (p) The APS reserves the right to order any worker of the contractor to leave the premises of APS if his presence at any time is felt undesirable.

4. **Generation Conditions.**

- (a) Agreement: For one year extendable for one year with consent of both the parties and outstanding performance of the work done during last year by the contractor.
- (b) Terms and payment: The APS shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal " that the work has been done satisfactory 50 % payment will be withheld and it will be released only with the work is found as of quality and to the satisfaction of the APS.

5. **Notice of Termination of contract.**

- (a) The Contract can be terminated without assigning any reasons by giving two months' notice in writing by either side.

6. **Supervision.**

- (a) The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of APS so authorized as and when he is required to do so by the APS.

7. **Rate.**

- (a) Rates must to be fixed on per week basis for the whole unit. At time when work is taken for a period less than a week because of closure of the school etc. rates would be calculated for a day and payment will be made accordingly.

8. **Arbitration.**

- (a) In case of dispute between the contractor and APS arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to the appointed by APS and decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by provision of Indian Arbitration Act 1940.

9. **Jurisdiction.**

- (a) The courts at the station will be jurisdiction over all legal disputes under this agreement.

Signature of Contractor

signature of Principal

TERMS AND CONIDITIONS FOR GARDNER

1. Name of the APS : Army Public School
2. Address : Army Public School, Bhuj
3. Area of the compounded building: 10.59 Acres
4. No. of days during they : All the days including holidays and round the clock.
are required

SCOPE OF WORK

Maintenance and upkeep of gardens, play field and compound of the Eagle Wing.

1. Terms and conditions for providing services of gardening arrangement for APS premises located at Bhuj with effect from 01 Apr 2024.
2. That the agency would engage, employ and provide the requisite number of trained gardener for the purpose and also be responsible for payment of their emoluments and due, discipline and work.
3. That the entire responsibility of taking maintenance measures of the garden, play field and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the agency shall provide complete continuous gardening measures throughout the year to the School by changing the personnel in rotation or replacement if necessary.
5. The School on its part shall at no time directly or indirectly employ the services of or deal with the person introduced by the agency for the period of one year from the date of termination of the contract.
6. That the tenure of the service agreement shall be initially for a period of one year of one year with effect from 01 Apr 2024 and thereafter it shall continue till either side intends to terminate giving one months' notice in advance to the other side or paying one month's due in lieu of the notice.
7. That the School on its part shall not be liable to pay any charges dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of agency only who shall be the employee of such personnel.
8. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the executive committee of APS Bhuj as per the Indian arbitration act. The seat of the arbitration shall be at Bhuj and the proceedings shall be governed by the Indian arbitration act 1940.

Signature of Contractor

signature of Principal

TERMS AND CONIDITIONS FOR MULTI TASKING

5. Name of the APS : Army Public School
 6. Address : Army Public School, Bhuj
 7. Area of the building : 10.59 Acres
 8. No. of days during they are required : All the days including holidays and round the clock.

SCOPE OF WORK**Maintenance and upkeep of building, compound and other tasks of the Eagle Wing.**

1. Daily work (07AM to 0330PM).
2. Any dispute arising out of or in relation to the agreement shall be referred to a sole arbitrator to be appointed by the executive committee of Army Public School Bhuj.
3. Physical maintenance of records of the section i.e some office related work like typing.
4. Documents on computer, stock verification, document filing etc.
5. General cleanliness & upkeep of the section/unit.
6. Carrying of files and other papers with in the building.
7. Photocopying, making sets, stapling, spiral bindings, sending of Fax etc.
8. Other non-clerical work in the section/unit.
9. Assisting in routine office work like diary, dispatch etc.
10. Delivering of dak inside and outside of institute and bank transaction.
11. Watch & ward duties.
12. Opening & closing of rooms, windows, machineries etc.
13. Cleaning of rooms in all buildings & campus.
14. Dusting & shifting of furniture etc.
15. Cleaning of building fixtures etc.
16. Work related to his/her ITI qualifications if it exists like electric, plumbing etc.
17. Driving of vehicles, if in possession of valid driving license.
18. Upkeep of open area including parks. Lawns, potted plants etc, within the premises of the institute.
19. Some office related work in all respects as per the needs of the institute like LCD projector, computer, OHP, Audio-Video system as required in class room Seminar. Conferences/convocation hall etc and all other events inside the institute and other venues where the events would be held.
20. Book shelving labeling and rubber stamping on books.
21. Water supply to the institute building and maintenance of water pump.
22. Attend medical officer at institute clinic as well as provide medical assistance to the patient (Staff/Students).
23. Any other work assigned by the superior authority.

Signature of Contractor

signature of Principal