

ADVERTISEMENT

ARMY PUBLIC SCHOOL, CHANDIMANDIR

District – Panchkula (Haryana) 134107

Phone Nos – 0172 2554605 (Off)

(Co-educational, Private Unaided, Well Established, CBSE Affiliated School)

(Run under the aegis of Army Welfare Education Society (AWES), New Delhi)

HOUSE KEEPING & SECURITY CONTRACT

Army Public School, Chandimandir invites applications from registered/ experienced firms / dealers / contractors having valid GST No and License to provide housekeeping and security services on annual contract basis for 18 House Keeping Staff (12 male and 06 female), MTS- 02, Mali - 01 and 05-Night Security Guards. Interested parties are requested to download the forms and other terms & conditions from the school website www.apschandimandir.in under head "Work with us". Tender forms duly completed may be sent by registered post/ submitted to school by 10 Feb 2025. Right to select/reject the agency without assigning any reason lies with the school.

-- sd –

Principal

For enquiry for the bids: 8650505619, 8902059226

Bid Criteria includes: -

- (a) Technical & Financial (Annexure I, II & III containing 4 pages)**
- (b) Copy of Agreement containing 4 pages**

ARMY PUBLIC SCHOOL, CHANDIMANDIR
ELIGIBILITY CRITERIA FOR BIDDERS

HOUSE KEEPING, MULTITASKING STAFF AND SECURITY CONTRACT

1. The bidder must be proprietary firm, partnership firm, limited company, corporate body legally constituted for providing manpower and must be empanelled/registered with appropriate authority as per law. The license/permission of providing manpower must be legally valid.
2. The bidder shall have at least 5 years' experience of providing similar services in semi-skilled/un-skilled Manpower.
3. The bidder must be having its office at tri-city of Panchkula, Chandigarh and Mohali along with its branch office in Haryana or anywhere in the state of Haryana and Punjab.
4. There should be no criminal case pending with the police/court of law against the company/firm or its proprietor/partner/director etc.
5. The contractor who has been black-listed by State Govt/Central Govt will not be eligible. The company/firm must be having a clean past track record of providing manpower services.
6. The bidder must have at the time of submission of tender, the following registration which should be valid during the term of contract: -
 - (a) PF Registration at EPFO
 - (b) ESI Registration
 - (c) GST Registration
 - (d) Valid License/Registration certificate issued by the relevant competent authority of supply of Manpower at Panchkula/Chandimandir.
 - (e) Permanent Account Number (PAN) and TAN
 - (f) Other statutory documents required for the purpose.
7. The tender document must be accompanied with all relevant documents in support of eligibility of the Firm/Company. Conditional/incomplete tenders and those received after the last cut of date submission of tenders ie 10 Feb 2025 in Army Public School, Chandimandir shall not be considered.

Date:

Signature and the Seal of Tenderer

Note: - All pages of the Tender form (Annexures I, II & III) and copy of agreement to be signed by the bidder with stamp and date.

ARMY PUBLIC SCHOOL, CHANDIMANDIR
INFORMATION ABOUT BIDDER FIRM/PERSONS

HOUSE KEEPING, MULTITASKING STAFF AND SECURITY CONTRACT

1	Name of the Firm	
2	a) Address of Registered Head Office of the Firm b) Regd. Branch Office (at Tri-city of Panchkula, Chandigarh and Mohali along with its branch office in Haryana/ Punjab or anywhere in the state of Haryana/ Punjab)	
3	Type of Organisation (Proprietor Firm/Partnership Firm/Limited Company/Society etc.)	
4	Name & Address of each Partner/Director (PAN card/Aadhar No)	
5	Registration Number of the Firm/company with full details	
6	GST Registration Number	
7	PAN/TAN Number of the Firm	
8	EPF Registration Number	
9	ESI Registration Number	
10	Address of the Tenderer for communication along with landline & mobile phone numbers and fax number	
11	E-mail of the Firm (In future, all correspondence will be made through the e-mail)	
12	Bank Details of the Tenderer: a) Account Holder's Name b) Bank Account Number c) Name of Bank with Branch Address d) IFSC Code (Attach copy of cancelled cheque of the firm's Bank Account)	
13	Attach Balance Sheet of the Firm for the last two Financial years	

14	List of Institutions where similar services have been provided by the Firm and successfully completed: -			
	S/No	Name of the Institution	Year	No of Employees
15	Whether the firm is ever debarred or blacklisted? If yes, relevant detail be given viz. Name of office by which debarred/ Blacklisted, duration, reasons etc.			
16	Whether any civil or criminal or both proceedings under appropriate law with the police/court of law has been initiated against the firm, relevant details be given.			

Note: Photocopies of required certificates duly attested must be enclosed with the Tender and ORIGINAL is required to be produced at the time of Tender.

It is certified that the particulars given above are true to the best of my knowledge and nothing has been concealed therein.

Date:

Place:

Full Name & Signature of
Authorised Signatory with Seal

ARMY PUBLIC SCHOOL, CHANDIMANDIR

FINANCIAL BID

HOUSE KEEPING, MULTITASKING STAFF AND SECURITY CONTRACT

Rates of Service Charges: -

Ser No	Type of Services	Service Charges for Manpower Supply
1	Supply of Semi-Skilled Manpower ie Multitasking Staff, Electrician and Others	
2	Supply of Unskilled Manpower ie Peon, Safaikaramchari, Watch & Ward Staff (Night Guards) and Others	

(Signature of the Tenderer with Seal)

CONTRACT AGREEMENT / TERMS AND CONDITIONS
BETWEEN THE OUTSOURCED AGENCY AND THE SCHOOL

1. This Contract agreement is made on the _____ day of _____ 2025 between M/s _____ (which includes officiating incumbent/successor (s) hereinafter called as Party No. I and Principal, Army Public School, Chandimandir (which includes officiating incumbent/successor(s) hereinafter called as Party No II.

2. Period of Contract: One Year with effect from 01 Apr 2025 to 31 Mar 2026.

3. Party No II agrees to pay a sum of ₹ _____/- (₹ _____only) per month per person including EPF, ESI & other charges to Party No I against providing 18 Nos of housekeeping staff, 02 Nos of Multitasking staff, 01 No Mali & 05 Nos of night security guards on daily basis.

4. As per requirement of the school, the number of persons can be increased or decreased and also duty hrs of the night guards can be eight hrs or twelve hrs.

5. Party No. I shall deposit with Party No II, a refundable Security Deposit equivalent to one-month charges ie ₹ _____/- (₹ _____only) in the form of FDR / PBG in favour of Principal, Army Public School, Chandimandir Cantt, which will be refunded to him without interest after successful completion of the contract subject to recovery of dues if any. The security deposit will be forfeited in case of breach of contents of the contract at any stage or its currency.

6. The payment to the employees will be made by the contractor through their bank accounts only by 07th of each month. No cash payment permitted. Photocopies of disbursed cheque/ documents along with proof of receipt thereof will be submitted to the school on or before 15th of the succeeding month.

7. In consideration of the Contractor undertaking the services of House Keeping Staff, MTS, Mali and Night Guards above, the APS Chandimandir shall make payment to the contractors through Cheque / NEFT on producing the following documents. The documents are to be submitted to APS Chandimandir on or before 15th of each month.

- (a) Original Tax Invoice in duplicate.
- (b) Attendance sheet duly signed with stamp in duplicate.
- (c) Details of wages and breakdown/deduction duly signed with stamp in duplicate.
- (d) Proof of salary credited into bankers by the contractor in duplicate.
- (e) Details of EPF and ESI with copy of challan.

8. The Contractor shall also deduct EPF & ESI subscription and any other statutory liabilities from persons engaged by him for APS Chandimandir as per existing rules on the subject and as per the rules and regulations laid down from time to time by Govt of India, Central Labour Commissioner and State Authority. Non deposition / incorrect deposition / pseudonymous deposition will attract penalty to be decided by the school management besides forfeiture of Security deposit. The contractor will produce Deposit challan along with ECR with his monthly bill showing the deposit made by him in EPF and ESI of each of his employee.

9. **OPERATIVE CLAUSE FOR PERSONNEL EMPLOYED BY THE CONTRACTOR.**

The Contractor shall apply in writing for the grant of permanent passes for entry of his employees in the areas covered under the operative schedules of the agreement. These passes will be issued immediately after deployment of the manpower. Police verification of the contractual employees to be submitted by the contractor within 15 days. In case the Management of APS Chandimandir has any objection to the individual, he shall be removed from the establishment by the contractor immediately without any delay and replacement will be provided by the service provider. Once the employees deployed by the Services provider, he will not remove any employee before obtaining permission from the school authorities. With regard to the personnel employed by

the Contractor, he will ensure the following security measures inter alia working in a defence installation will always be adhered to: -

- (a) No foreign national will be employed by the contractor.
- (b) No child labour or bonded labour will be employed.
- (c) Personnel must not be having a criminal or anti-social record and his/ her character and antecedents must be duly verified by the Civil Police and submitted by the contractor to the school for purpose of record within 30 days of commencement of the contract.
- (d) It is the sole responsibility of the contractor/service provider to provide medical and insurance cover to the contracted employees. This school will not provide any medical or insurance cover to the contractual employees employed by the contractor under this contract.
- (e) School after scrutiny of documents submitted by the contractor and on its satisfaction, service provider will issue passes to its employees. All employees shall be in possession of the same during duty hours and shall produce the same to the first/second party or their deputed representatives when demanded/required.
- (f) The employees employed by the contractor will be his staff and will not be entitled to claim school employee / government servant status and their employment will only be outsourced as agreed between the school Management and the Contractor. No rights and demands for permanency as government or quasi government status will be considered.
- (g) The employees will abide by the Station standing security orders and other instructions issued from time to time by the APS, Chandimandir.
- (h) Restricted entry area will be strictly out of bounds for all the personnel employed by the Contractor unless accompanied by an authorized representative of the station. Breach of this will invite action under the Official Secrets Act.

10. **TERMINATION OF CONTRACT.** The Buyer (Party No II) shall have the right to terminate this Contract in part or in full in any of the following cases: -

- (a) The delivery of the services is erratic, the man power provided do not work or yield desired result of work, indulge in unauthorized congregation, theft, damaging of Army/Govt property and any other unauthorized activity which is impediment to smooth functioning or a security or a fire hazard.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The delivery of services is not upto the required standard and the manpower provided do not have sufficient proof of their character and antecedents.
- (d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

11. The contract may be terminated by either party by giving 30 days' notice, if unable to continue due to any reason.

12. Housekeeping services include dry as well as wet sanitation, cleaning, up keeping of the school premises, surroundings areas & Security services include providing Guards/watchman for 24 hours (08 hrs/12 hrs per guard on rotational basis). Party No I is liable to provide additional facility during visits and functions in the school as demanded without any extra charges. In addition to the above, any work can be assigned to Housekeeping, MTS / security staff as deemed fit.

13. In the event of unsatisfactory services, Party No. II will impose a fine of Rs.500/- per day for an instance as identified, price of the damaged item (if any) agreed by both parties. Unsatisfactory services will be defined as under: -

- (a) Consistent late arrival of work persons.
- (b) Non-cleaning of the campus/rooms/Lawns/Surrounding areas.
- (c) Non-performance of housekeeping staff.
- (d) Non-providing, housekeeping workers as per para 3 above.
- (e) Deliberate slow work.
- (f) Wilful damage to School Property.

14. In the event of deficiency of service, as regard to absence of workers, an amount of fine equivalent to one day liability will be deducted from the monthly dues payable as decided by Party No II.

15. The Party No I should provide services with the due date as mentioned in the supply order or if lesser delivery is made in respect of the manpower or any installment thereof, Party No II shall employ any person of the same category of the services and the cost of the services will be borne by the Party No 1. Service Provider the Party No I will be responsible to make up the deficit manpower within 72 hrs or at the earliest.

16. Uniforms to the employees will be provided by Party No 1 and the Party No 1 will ensure that all the staff provided is in proper uniform during the duty hours. Non adherence to same will lead to termination of contract without notice. Cleaning material for sweeping/ cleanliness of toilets and equipment's for Electrician, Plumber and Mali will be provided by Party No II on required basis.

17. Complete supervision of housekeeping will rest with the party No.1, who will detail a "regular supervisor" and will work under the instructions of school authority. It is the responsibility of supervisor to ensure satisfactory work as demanded by Party No II.

18. Party No. I will be completely responsible for discipline and conduct of its employees. The turnout, bearing, conduct, behaviour and discipline of all the employees of the Party No.1 shall be good and courteous to staff and students.

19. Party I will be completely responsible for settling any dispute related to its employed workers according to labour laws prevalent in Haryana State covering all aspects of contractual labour, EPF, ESI, Medical and Insurance. Party No. II in no way will be responsible and will not owe any compensation to any worker hired by Party No I.

20. Party I will be wholly responsible for any injury/accident sustained by a worker while in the school campus.

21. (i) The timings for housekeeping staff will be for six days a week less Sundays and gazetted holidays. The timings are as follows: -

- (a) Summer = 0700 hrs to 1530 hrs
- (b) Winter = 0700 hrs to 1530 hrs

(ii) The timings for security staff will be for 24 hours (08 hrs/12 hrs per person on rotational basis) on all the calendar days.

22. Party No.1 will be responsible to get the security passes issued for its employees from Station HQ, Chandimandir. On temp Basis, entry passes may be provided by the school for a short duration.

23. No advance will be paid to Party No.1 against any work related to housekeeping.

24. Party No II has all the rights to make any amendment to the agreement, if considered necessary in the interest of the school.

25. The School Management shall have the right to dismiss the employees of the Party No I for reasons of security, health, misbehaviour, inefficiency or any other reason at any time. Such order shall be executed by the Party No.1 within two hours from the issue of the order of the management. Neither Party No I nor the employee dismissed shall claim any compensation from Party No II.

26. Party No I, have no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

27. The contract shall automatically become null & void immediately for an involvement or registration of a civil case against Party No.1 or such activity by Party No.1, which is likely to bring disrepute to the school.

28. The party No 1 shall be liable to pay compensation for any damage wilfully or negligently done by his employees to any tree, plant, culvert, building, garden or other built-up area or any property movable or immovable within the cantonment area, the extent and amount of damage shall be determined by the school management. The compensation will be deposited by the contractor within 15 days of occurrence failing which the same would be deducted from the security deposit/ monthly payment.

29. Party No.1 shall not institute any legal proceedings against any school person, whether army or civilian of the Army Public School Chandimandir and Member of the School Administration and Management Committee, for any dispute with it.

30. In the event of dispute, the decision of the school management shall be final, binding and irrevocable.

Note: - The terms of School Administration & Management Committee include any officer or a person, detailed by the Chairman on his behalf including Principal, Army Public School, Chandimandir to exercise his full powers as mentioned in the terms and conditions of the contract and Party No.1 shall be bound to accept/execute the order once given/conveyed either in writing or verbally.

Signature of the Contractor

Signature of the Principal

IN WITNESS WHEREOF, the parties have signed this deed in presence of the following witnesses:
-

Representative of the Contractor (Party No I)

Representative of the Customer (Party No II)

1.

1.

2.

2.