

Tele : 272747

Army Public School  
Mhow (MP) 453 441

1026/APSM/2021-22

September 2021

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TENDER ENQUIRY FOR AWARDING CONTRACT FOR EMPLOYMENT OF PRIVATE SECURITY GUARDS FOR ROUND THE CLOCK SECURITY SERVICES AT ARMY PUBLIC SCHOOL MHOW**

1. The School is interested in employing the services of Security Firm for providing round the clock security in all the three wings of School complex for period of *one* year extendable further by one year based on satisfactory service and on mutually agreeable basis. The Security Agency / Firm should be a registered firm as per the laws of the State and also hold valid license for the duration of engagement.
2. The guards (Ex servicemen) detailed for the security need to be under 50 years and educated since they would have to attend the intercom kept at the gate and keep record of all incoming person/vehicles and also issue & collect entry passes.
3. The school shall bear no liability towards Insurance of the Security Guards/EPF/ESIC. Adherence to the provisions of all relevant acts like EPF/ESIC/Labour Wages will be the responsibility of the concerned Security Agency.
4. Apart from the Contracted amount no other charges will be paid by the school nor any revision of wages would be carried out till the contract is over. It is the responsibility of the Security Agency to provide smart and well trained security guards within the contracted amount
5. The Guards will provide round the clock security in all the three wings of school including main gate. The gates will not be left unmanned/unattended at any time
6. Rotating the guards as per duty shifts will be ensured. Checking of guards for satisfactory performance of duty & good turnout will be the responsibility of the Security Agency. Leave reserve will be catered for by the Security Agency.
7. Service Tax and other levies if any will be clearly indicated in the tender.
8. TDS will be deducted by the school while making payment.
9. **Character and Antecedents of Security Guards.** Police verification of character and antecedents of the Security Guards would be the sole responsibility of the Security Agency. Proof of such verification in respect of each security guard will be provided to the school.
10. The School reserves its right to reject any Tender without assigning any reasons what-so-ever and the decision of the school shall be final and binding on both parties.

11. **Refundable Security Deposit.** The Security Agency selected or providing security guards at the school will have to deposit 5% of total estimated payment due to the Security Agency in one year by way of demand draft towards security deposit within 15 days on award of contract. It will be refunded after three months of concluding of contract period. Security deposit is liable to be forfeited in case of any violation of contract.
12. Scope of the Work/Duties of Security Guard are given at Appendix A to the tender.
13. Generals Terms and Conditions for Security Services are given at Appendix B to the tender.
14. **Commercial Bid.** The commercial bid is required for guards as per Appendix C attached to the Tender. Requirement of guards as given below :-

<b><u>Ser No</u></b>	<b><u>Requirement</u></b>	<b><u>Nos</u></b>
(a)	Gun Man (7 AM to 3 PM)	01 (One)
(b)	Security Guards (ESM) 8 Hours	03(Three)
(c)	Trained Civilian Guards 8 Hours	06(Six)
(d)	Lady Guard for day shift (7 AM to 3 PM)	01(One)
	Total	11

15. **Technical Bid.** Technical Bids Following documents are essentially required to forward alongwith technical bid for guard as given at Appendix D.
16. Details of commercial and technical quotation is attached duly analyzed. The contractor will fill up the rate and terms & conditions according to the details attached and signed with agency stamp.
17. You are requested to forward your best commercial and technical offer in a sealed envelope to the Principal, Army Public School, Mhow latest by 1200 hrs on 09<sup>th</sup> October 2021. First technical bid documents will be checked for further consideration of commercial offer.

(P K Tiwari)  
Principal

## Appendix A

Ref No : 1026/APSM/2021-22

Date : 23 Sep 2021

### **SCOPE OF THE WORK/DUTIES OF SECURITY GUARD**

1. Sefeguarding of the Army Public School's property against theft, damage, misuse and keeping a watch over the cards, scooters, cycles etc, parked insde the premises/compound.
2. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority from time to time and preventing unauthorised persons, vehicles etc, or animals to entering the premises.
3. Taking charge of any unattended personal property found in the School premises and brining the same to the notice of/handing over the same to the authorised/designated official.
4. Watching the entire premises and patrolling the same frequently during the period of duty.
5. Observing carefully, while on patrol, pipelines, electrical fitting, drainage and safety installations and taking action against damage/wastage wherever possible and bring them to the notice of authorised/designated official for further remedial action.
6. Preventing additions or alterations in the premises being carried out by outsiders or tenants or unauthorized persons and reporting the matter to the authorized / designated official.
7. Performing duties in connection with pumping of water such as operating pumps etc, noting of water meter readings.
8. Keeping the special orders and instructions given by the authorized / designated official, confidential, whenever specifically told.
9. Checking of all doors, windows, ventilators in the case of office buildings, are properly closed after office hours, locking of main door, checking of electrical lights, air conditioners, & electricalgadgets that these are properly switched off, wherever necessary.
10. Also to ensure that all water taps/ cocks are properly turned off inside the premises wherever necessary.
11. In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing about the same to the Adm Supervisor/Security Officers/ authorized / designated official.
12. Taking care of keys under his custody and handing them over to the relieving Security Guards or to any other authorized person/s;

## Appendix A (Continued)

2

13. Ensuring that no person has remained inside the premises while locking the hall / premises.
14. To keep a check on all incoming and outgoing property/goods to ensure that the same are carried by authorized person(s) for bona-fide purpose with proper gate pass duly signed by the competent authority. For this security guards would be required to maintain details in the register with the signature of person taking out the property/goods or bringing in any property/goods
15. To keep a record of movement of employees of other Contractor(s)/ Service Provider, who have been permitted to enter/stay in the Office premises.
16. To keep a record of persons/visitors entering and leaving premises in a register and in case of any discrepancy, to bring it to the knowledge of LIC management.
17. To maintain Round the clock security services in offices wherever required and not to leave the place of duty under any circumstances until and unless properly relieved by relieving Security Guards, i.e. by signing in handing over / taking over register.
18. To record in a given Vehicle Register details of vehicle like Regn. no. of the vehicle, time of Entry/Exit and the purpose of visit.
19. To keep strict vigil on suspicious looking persons/objects and take immediate action as deemed suitable.
20. Preventing any person whether employee or others from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls.
21. To check/block the access to the premises of unauthorized persons, vehicles, etc., & to prevent animals from entering the premises.
22. To maintain highest order of integrity, moral and social responsibility especially towards ladies and senior executives.
23. To manage the parking of vehicles properly in the space allotted within the parking area.
24. Taking the following action in case of a fire:
  - (a) To raise alarm and muster assistance from neighboring buildings/passersby.
  - (b) To contact immediately fire brigade and the police, and try to put out the fire by using the fire extinguishing appliances available.
  - (c) To inform immediately the Head of the Office or the Head of the Establishment and the Security Officer.

## Appendix A (Continued)

3

25. The Security guards should be in uniform and properly trained to rescue passengers from lifts in case of lift failure, operation of the firefighting equipment, operation of monitoring of baggage scanners and CC TV system.

26. Every security guard will have to report at Admin office and sign the attendance register from Principal.

**“The above Scope of services is illustrative and not exhaustive. The contractor may be assigned any duty/function with regards to Safety and Security of Premises from time to time”**

### DECLARATION

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

Date:

Place:

**Signature of Bidder with seal**

**GENERAL TERMS AND CONDITIONS FOR SECURITY SERVICES**

**The terms and conditions alongwith the Tender Notice, Scope of work/Duties of Security Guards, and General terms and conditions for security services, Technical bid, Financial bids, all other clauses and enclosures will form part of the tender to be submitted by the Bidders to Principal Army Public School, Mhow, herein after termed as School.**

1. Tenders should be filed with neat, legible and correct entries. Indistinct figures should be avoided. The amount/rates should be filled in digures as well as workds. Correction/Omission/Overwriting/Cutting should be dated and initialled. If there is difference in words and digures, the rates written in woeds shall be taken for calculation..
2. The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the Tender Notice, Scope of work / Duties of Security Guards, Instructions to Bidders, General Terms and conditions, Technical Bid, financial bid and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
3. The School reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.
4. The Contractor shall provide the above said services at such times and in such manner as communicated by the Army Public School, Mhow from time to time.
5. In case the administrative/service charges quoted by the contractor in the breakup above, is zero or in negative or left blank the tender is liable to be rejected.
6. The "Service Provider"/Contractor undertakes to prove service through its own enrolled persons at its/his/her own costs, expenses and the "Army Public School shall not make any payment whatsoever by way of enoluments to such persons directly.
7. Duty hours of Security Gurds will be on 8 hours basis and time slot will be decided by Army Public School and communicate to the service provider agency for providing security services.
8. The punctuality & quality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.
9. The Agency Providing Security Services shall ensure that all Security Guards/persons deployed by it shall be efficient, skilled, healthy, honest, conversant with their nature of job and do not suffer from any infectious disease. The age of entry of security guards/person must not be more than 50 years age (LBD)

## Appendix B (Continued)

2

10. The Agency shall provide civilian security guards preferably of local area with minimum educational qualification 7<sup>th</sup> standard pass.
11. No relationship of employer and employee shall be created between the School and the employees engaged by the Contractor.
12. Every employee so engaged by the contractor shall wear uniform and a badge wearing his name, while on duty. The said uniform, **safety shoes**, badge, whistle, Torch, batten and such other items necessary in discharging of duties shall be provided by the contractor at his own cost.
13. The contractor alone shall have the right to take disciplinary action against any person(s) engaged /employed by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the School. The School shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/ employed by the contractor for any purpose whatsoever nor would the School be liable for any claim(s) whatsoever of any person(s) of the contractor.
14. In case School is required to meet any liability in respect of any persons(s) engaged/employed by the Contractor by virtue of their working at the premises of the School, it would be open and lawful for School to deduct the amount(s) of any such liability from and out of dues payable to the contractor.
15. The contractor shall be responsible for all injuries and accidents to persons, employed by him.
16. The contractor shall be responsible for the conduct and behavior of his employees, if any employee of the Contractor is found misbehaving with the School Staff, the contractor shall take necessary and appropriate action immediately. Non-disclosure of Confidential information will be the sole responsibility of the Contractor. For this the Agency shall depute persons of good integrity and honesty who will not divulge information in his possession by persons of good integrity and honesty who will not divulge information in his possession by virtue of his working with the School. Agency shall be liable for any loss caused to the School due to any such wrongful disclosures.
17. In the event of any loss/damage being occasioned to School on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by School either by replacement of the material/equipment or payment of compensation.
18. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
19. The contractor shall take proper instructions from School for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.

20. The Agency Providing Security Services shall provide the names, local and permanent addresses, mobile no, id proof, School leaving certificate/Birth certificate, qualification certificate and bank details of all the Security Guards deployed to the Army Public School, Mhow..
21. If the contractor commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the School from time to time , it shall be open and lawful for the School to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the contractor and the contractor shall have no right to claim any compensation whatsoever on this account.
22. No advance payment shall be made against the work order/services. All payments to the agency shall be made by Electronic Fund Transfer only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency. The Service Provider/Contractor shall raise the invoice / bill and School agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/contract. All payments to the Service Provider/Contractor shall be made by NEFT subject to deductions, withholding of all applicable, taxes and charges from time to time in force.
23. School has right to increase or decrease in Numbers of SECURITY GUARDS as mention **in Appendix C and also may decide whether SECURITY services are required or not at any location.** There may be increase or decrease as per requirement.
24. School shall always have the right to conduct search of the contractor's employees/agencies and/or any of their vehicles used for transportation of materials while entering/going out of the School's premises or inside the premises.
25. If the School notices that the personnel of the contractor has/have been negligent careless in rendering the said services, the same shall be communicated immediately to the contractor who will devise corrective steps immediately to avoid recurrence of such incidents and report to the designated officer of School its action plan.
26. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action against its erring personnel and intimate accordingly to the Army Public School, Mhow.
27. The contractor shall at all time indemnify and keep indemnified the School against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923, payment of Wages Act; Payment of bonus Act; Employees' provident Funds and Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees State Insurance Act or any other Acts(s) or statutory modifications thereof or otherwise for or in injury sustained by any worker or other personnel of the contractor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the contractor or not, who provided or provides the said services under this Agreement.



28. The employees/agents of the contractor shall never be considered to enjoy any right to enter the premises of School by virtue of this agreement or otherwise at any time except with the prior permission of School.

29. In the event of failure of the contractor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the School shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the Army Public School, Mhow, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof. Further no payment shall be made for person remains absent or where services rendered not found satisfactory.

30. If, at any time, during the operation of this Agreement or thereafter the School is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the Contractor or to any third party, the contractor shall immediately pay to the School all such amounts and costs also and in all such cases/events the opinion of the School shall be final and binding upon the contractor. The School shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the contractor and if such amount is not fully recovered, the School shall be entitled to recover the balance amount through legal recourse.

31. The Contractor further agrees to absolve the School from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the contractor. It is clearly understood that should the School be called upon to make any payment to any authority, the contractor shall reimburse such amounts to the School whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the School for any default of the contractor or its employees committed during the operation of this Agreement, the contractor shall pay the School such amount on demand without protest.

32. It is clearly understood by the contractor that the persons employed by the contractor for providing SECURITY services as mentioned herein, shall be the employees of the contractor and not of School. The Service Provider shall be liable to make payments to its said employees towards their monthly wages/salaries and other statutory dues like EPF, ESI, Professionals Tax, minimum wages, bonus, gratuity, etc.

33. The parties hereto have considered, agreed to and have a clear understanding on the following aspects:

(a) This Agreement is for providing SECURITY SERVICES and is not an Agreement for supply of Contract Labour.

(b) The School shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards Contractor's employees/agents or to the said employees/agents directly and/or indirectly, in any manner whatsoever.

(c) That the employees/ personnel of contractor rendering the services under this Agreement, shall never be deemed to be the employees of the School in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by contractor for rendering the said services.

34. During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by the Firm/Agency/Organization/Service provider increases by central/state govt. and if the increase extends beyond the above agreed rate, then the School shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the selected Contractor shall be entertained on any account during the period of the contract. **In case of any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates of wages mention in financial bid shall be set off by the Army Public School, Mhow by giving proportionate increase.**

**OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE**

35. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the Central / State Government and/or any authority constituted by or under any law.

36. The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/employed by him including that the Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act and Leave, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the contractor alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, person(s) engaged/employed by him for discharging the obligations under this agreement.

37. The Contractor shall obtain appropriate licenses under Contract Labour (Regulation & Abolition ) Act, 1970 and 1971 ( Central / State ), License under Private Security Agencies Regulation Act, 2005 and follow all the Rules as amended from time to time and up to date and shall comply with all terms and conditions thereof strictly, and shall keep such licenses duly validated and/or renewed from time to time throughout the currency of this Agreement. The Contractor shall obtain at his/her own expenses all the licenses and permission which may be required for conducting the business of Security Services and pay all the taxes, duties and penalties hereinafter becoming payable to the Government, Municipality or any other local body by reason of his/her conducting business of Security Services.

38. The Contractor shall maintain all registers required under various Acts, which may be inspected by the School as well as the appropriate authorities at any time.

39. The Service Provider/Contractor must ensure that the wages to the Workers are paid within the stipulated time period as provided under relevant Rules & Regulations/Law/Statute in force. The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the School. Payment of bills will be made on monthly basis through NEFT only, provided that the Security Services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract. The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on the 3rd day of every calendar month for verification, to the nominated official of the School.

40. The Service Provider/Contractor has to submit the attested photocopies of the following documents:

(a) Muster Roll/Attendance sheet of the workers signed by the Service provider/Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

**(b) Penalty registers in respect of Security guards.**

(c) Wage slip for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

(d) Bank Deposit Challan of deposit of contribution of provident fund of employees' and employers' share, combined challan (ECR) with the appropriate authority.

(e) Bank deposit Challan of deposit of contribution of ESI of employees' and employers' share, member IP number, member details and name list with the appropriate authority.

(f) Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a challan separately for Army Public School, Mhow. It should not contain the contribution of PF and ESI of employees of other organisation being served by the Contractor.

(g) Payment to workers is to be made by NEFT only, a copy of Bank account statement for the month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the service provider.

41. The contractor shall give an undertaking by the 20th of the following month in favour of the Army Public School, Mhow that he has complied with all his statutory obligations and copy of such challans/receipts/list also be submitted.

42. **Termination**. School can terminate this agreement by giving one month's written notice to the service provider without assigning any reason and without payment of any compensation. School also possess to terminate the contract by giving only a 24 hours notice to the contractor when there is a major default in compliance of the terms and conditions of this Agreement or the contractor has failed to comply with its statutory obligations and the security deposit shall be forfeited, other action such as blacklisting may follow. In that eventuality the contractor will move out of the premises of the School with his men and material immediately. This discretion of termination of this Agreement by the School will be exercised judiciously since the Contractor is rendering the essential and public utility services.

43. If contractor commits breach of any covenant or any clause of this agreement, the School may send a written notice to the Contractor to rectify such breach within the time limit specified in such notice. In the event the contractor fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the contractor shall be liable to the School for losses or damages on account of such breach.

44. If any complaint received orally or in writing against the contractor/service agency i.e. less payment of wages or any amount is demanded for engagement of the duty, etc. than it will be viewed seriously and if found this complaint truthful than this contract may be terminated immediately.

45. **PERIOD OF THE CONTRACT:** The contract shall initially be for a period of one year, which may be extended at the discretion of the School for a further period of maximum one year on yearly basis with the same terms and condition inclusive of rates.

46. **SECURITY DEPOSIT** : Successful Bidder should submit the deed of Agreement/Contract with Army Public School, Mhow duly executed on a non-judicial stamp paper of Rs 100/-, as per the draft conditions provided by Army Public School, within 10 days (maximum) of receipt of intimation as above. Failure to sign and non submission of deed of agreement and Security Deposit in the nature of performance guarantee @ 5% of the Annual Contracted Value within 10 days of intimation as above may result in the forfeiture of EMD and cancellation of selection as Lowest1 bidder. **The performance security deposit should remain valid for a period of 30 days beyond date of completion all contractual obligation including warranty obligation of the contractor.** However School at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the School will issue work order and the Agency shall start its work within three days from the date of receipt of work order.

47. **PENALTY CLAUSE:-**

(a) Uniform is mandatory for all Security Guards on duty, failing which 1% for 1<sup>st</sup> occasion, 2% for 2<sup>nd</sup> occasion and 5% for each subsequent occasion of total monthly bill may be imposed as penalty.

(b) E-pechan card of ESIC with full details of family to be submitted within one month after awarding the contract, failing which Rs.2000.00 per month penalty will be imposed for each occasion.

**(c) Late payment of salary to any contract employee Rs. 1000.00 per day will be imposed after 07<sup>th</sup> day of the month for each occasion.**

48. The School reserves the right to change, add or delete any conditions described above without consent of service provider/contractor.

**DECLARATION**

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

Date:

Place:

**Signature of Bidder with seal**

**COMMERCIAL BID QUOTE FOR PROVIDING SECURITY COVER IN APS MHOW**

To,

The Principal  
Army Public School  
The Mall Road  
Mhow

**FINANCIAL BID FOR SECURITY SERVICES**

**(To be submitted in a separate sealed cover and marked as “Financial Bid”  
for Security Services)**

A	B	C	D	E
Rates in Rs				
Particulars/ Components	Charges per Day for 1(One) ESM Security Guards (08 Hours)	Charges per Day for 1(One) Armed Security Guards Service Person (08 Hours)	Charges Per Day for 1(One) unarmed Security Guard Service Person (8 Hours)	Charges per Day for 1(One) Lady Security Guard persons (8 Hours)
Minimum wages (Daily per day)				
Administrative/Ser vice Charges. Please mention in percentage of above	Percentage of Above ___%	Percentage of Above ___%	Percentage of Above ____ %	Percentage of Above ___%
Total in Figures				
Total in Words				

Minimum wages shall be based on the prevailing Central Act as on date of Tender. However, the companies are free to pay more but not less. EPF, ESI, PT, Bonus contribution to be paid for personnel employed by the Contractor shall be responsibility of Contractor.

- a. The payment to service provider will be made in two parts (1) Minimum wages (Excluding contract employee ePE, ESI, PT) plus service charges/Administrative charges (2) Reimbursement of PF, ESIC and PT on production of all challn and statement.
- b. For every six days one day off should be given.
- c. The Administrative/Service Charge rates quoted shall be inclusive of all these including cost of uniform, training, Bonus, other overheads, gratuity, off duties weightage profits etc and taxes whatsoever payable.
- d. No guard will be given more than one shift (Eight Hours) per day.

e. In case the administrative/service charges quoted by the contractor in the breakup above, is zero/left blank or in negative the tender is liable to be rejected.

f. Adherence to statutory requirement is sole responsibly of the service provider.

g. Other Mandatory Equirements :-

1. Proof of remittance of PF/ESI/PT & GST tax will be produced every month while submitting the bill for the following month, failing which the payments willnot be made.

2. The Payment register is to be produced for verification alongwith the Bills. In cse of disbursement of wages through NEFT, a signed statement, acknoeledged by the bank must be produced for verification alongwith bills.

3. Uniform is mendatory for all Security Guards on duty, failing which 1% for 1<sup>st</sup> occasion, 2% for end occasion and 5% for each subsequent occasion of total monthly bill may be imposed as penalty. Uniform is mandatory for all security guards on duty, failing which 1% to 5% of total bill may be imposed as penalty.

4. If any security person deployed iis found absent during surprise visit of School, a penalty of Rs 1000/-per person, per shift for each occasion will be imposed and deductible form the bills.

5. Recovery of Rs 1000/-0 per day per person for supervisor or security guards not visiting daily.

6. E-pechan card of ESIC with full detils of family to be submitted within one month after awarding the contract, failing which Rs 2000/- per month penalty will be imposed for each occasion.

7. Late payment of salalry to any contract employee Rs 1000/- per day will be imposed after 7<sup>th</sup> day of the month for each occasion.

8. Late submission of EPF, ESIC, PT and GST receipt/challan Rs 5000/- will be imposed after 20<sup>th</sup> day of the month for each occasion.

9. Labour Licence (if applicable) to be submitted 30 days of allotment of work order , failing which Rs 5000/- per month will be imposed.

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

Date :

Name :

Designation:

Address

(Signature of Bidder with Seal)

**APPLICATION FORM FOR TENDER FOR SECURITY SERVICES (TECHNICAL BID)**

To,  
The Principal  
Army Public School  
The Mall Road  
Mhow (MP)-453441

Sub : Tender for Providing Security Services.

1. Name of the Agency/firm/organizations and Address \_\_\_\_\_

2. Date of Establishment/Incorporation (with registration Nos) \_\_\_\_\_  
(self attested copy to be enclosed) \_\_\_\_\_

3. Status of the Agency : \_\_\_\_\_  
(Whether Pvt Ltd/Public Ltd Company/Partnership Firm/Proprietorship etc, Copy to be attached)

4. Name of Directors/Partners/Proprietor/CEO/Contact Person with Designation :-

<u>Ser No</u>	<u>Name</u>	<u>Phone No/Mobile No</u>	<u>E-mail ID</u>	<u>Specimen Signature</u>

5. (A) Name (s) of Representative(s) \_\_\_\_\_  
With designation and contact no who would \_\_\_\_\_  
be calling on us and attending to our join \_\_\_\_\_

(B) Name and signature of the authorised person (from above) to sign the tender document.

Ser No	Names	Designation	Specimen Signature



**Appendix D(Continued)**

2

6. Bank details :-

- (a) Name of Beneficiary \_\_\_\_\_
- (b) Name of Bank \_\_\_\_\_
- (c) Branch and address of Bank \_\_\_\_\_
- (d) IFSC code of Bank \_\_\_\_\_
- (e) Nature/Type of Bank A/C(SB/CC/Current) \_\_\_\_\_
- (f) Account No \_\_\_\_\_
- (g) MICR Code of Bank \_\_\_\_\_

**(Certified/Self attested copy to be attached)**

7. Turn over of the Company/Partnership Firm/Proprietorship for the Financial Year 2016-17, 2017-18, 2018-19, 2019-20. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years)

Ser No	Financial Year	Turn Over (In Lakhs)
(a)	2019-20	
(b)	2018-19	
(c)	2017-18	
(d)	2016-17	

8. Since when and how long your Agency/Firm has been dealing in Security Services \_\_\_\_\_

9. No of Full Time Security Guards on roll as on 31 Mar 2021 \_\_\_\_\_

10. Details of existing clients (Separate page may be submitted for each Client)

Name of the Company	Branch/Office Address	Contact No	Details of Service Provided

(Details of services provided in last three years (Please attach photo copy of orders).

11. Statutory Requirement :-

Ser No	Statutory Documents ( <b>Certified /Self Attested copy should be attached</b> )	Mention the Registration/Licence No
(a)	ESI Registration Certificate	
(b)	Registration under Employee Provident Fund Act, 1952	
(c)	Registration/Valid Licence under Private Security Agencies Regulation Act , 2005	
(d)	Valid Licence under Contract Labour (Regulation & Abolition) Act 1970 and 1971 (Central State)	
(e)	PAN Card	
(f)	Goods & Service Tax Registration No	
(g)	Profession Tax Registration No	
(h)	Income Tax Returns for 3 FYs out of Last 4 FYs ie, 2019-20, 2018-19, 2017-18,2016-2017 (Yes/No)	

12. Details of Tender Fee and EMD :-

Details of DD/Banker's Cheque/MR	Tender Application fee	EMD
DD/Bankers Cheque/MR No		
Date		
Name of issuing Bank Branch		

Declaration :-

I/We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and School, on the basis of the information given by me/us can be treated as invalid by the School and I/We will be solely responsible for the consequences.

I/We agree that the decision of the School in selection of Service Providers will be final and binding on me/us.

All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/We agree tht I/We have no objection, if enquiries are made about the work performance with clients mentioned at Sr.no. 10.

With reference to the above, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for giving security services at the mentioned premises.

We confirm tht the offer is in conformity with the terms and conditions as mentioned in the tender.

We understand that the School is not bound to accept the offer either in part or in full and that the School has right to reject the ofer in full or in part without assigning any reasons whatsoever.

Place :

Signature \_\_\_\_\_

Date :

Name & Designation :

Seal of the Bidder



**ARMY PUBLIC SCHOOL, MHOW**

**Mall Road, Mhow (MP) - 453441**

Tele No : 07324-272747

Mob No : 7770974660

E-Mail ID : [apsmhow@gmail.com](mailto:apsmhow@gmail.com)

Website : [www.apsmhow.org](http://www.apsmhow.org)

**TENDER INVITATION FOR SECURITY SERVICES**

**Army Public School Mhow invites proposals from interested Concessionaires/Agencies to submit their proposals for “Security Services” at Army Public School, Mhow.**

**The Tender documents can be viewed and downloadable on the website of Army Public School Mhow ([www.apsmhow.org](http://www.apsmhow.org)) and further details/specifications will be available at School. Interested bidders requested to submit their bids by 15 Oct 2021.**







