

REQUEST FOR PROPOSAL (RFP)

EMPLOYMENT OF SECURITY GUARDS, HOUSEKEEPING STAFF, CARPENTER & GARDENER FOR ONE YEAR FOR APS, BAREILLY

Dear Sir,

1. Please reference advertisement published in local news paper Amar Ujala dated 23 Aug 2022.
2. Tenders are invited from registered out sourcing agencies to provide 11 x Security Guards, 06 x Housekeeping staff (including 03 x female), 1 x Carpenter and 1 x Gardener for one year for Army Public School, Bareilly in accordance to terms and conditions as per Para 13 of this RFP. Sealed tenders are allowed to be dropped in the sealed tender box on or before 31 Aug 2022 till 1200hrs. The sealed tender will be opened by a board of officers on date and time to be intimated later.
3. General Information about the tender:-
 - (a) Tender reference No 1035/APS dated 22 Aug 2022.
 - (b) Last date and time for receipt of tenders 31 Aug 2022.
 - (c) Time and date for opening of tenders will be intimated later.
 - (d) Place of opening of tenders – Senior Wing, Army Public School, Bareilly Cantt.
 - (e) Address for Communication- Senior Wing, Army Public School, Bareilly Cantt
4. The tender shall be submitted **in single stage two - bid system**, the Technical and Commercial bids. The following enclosures are forwarded along with this enquiry to assist you in preparing your technical and commercial offer: -
5. Quotation shall remain valid up to 45 days from the date of opening of tender from the date of opening of Technical Bid. (**Note: Bid Validity period may be increased/decreased on a case to case basis with the approval of CFA**)

Submission/Opening of Tenders

6. PLEASE QUOTE OUR RFP NO AND DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.
7. The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bid as per Appx 'A' for RFP No 1035/APS dated 22 Aug 2022" and "Commercial Bid for RFP No. 1035/APS dated 22 Aug 2022". The quotes are to be super-scribed with your firm's name, address, and official seal and ink signed by an authorized representative of the tenderer. Sealed Bids addressed to Principal, Army Public School, Bareilly Cantt should be dropped in tender box located at Army Public School, Bareilly Cantt (Senior Wing) or to be sent by registered post so as to reach this office by due date and time (to be specified in the RFP). No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.
8. Sealed quotations will be opened by a committee on due date and time to be informed. Your authorized representative from the Company may attend the tender opening.
9. Tenders sent by Fax will not be considered. To avoid any complications with regard to Late Receipt/Non-receipt of Tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach this office before due date. Late quotes will be rejected out right.

Contd....2/-

10. Commercial offers will be opened only of those firms, who's Technical Offers have been found suitable after technical evaluation. Further negotiations will be made only with the selected bidder as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately.

11. **Earnest Money Deposit.** The bidders are required to deposit an EMD amounting of 3% of total contract value or subject to minimum Rs 66,000/- with a validity of 180 days in the form of an Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the public or a private sector bank authorized to conduct government business.

12. **Payment Terms.** Payment will be on monthly basis at the end of the month.

13. **TERMS AND CONDITIONS FOR HOUSEKEEPING STAFF**

(a) The Housekeeping staff to be employed in all three wings of this school for a period of one year starting on wef **16 Sep 2022 to 15 Sep 2023** for providing Housekeeping services within and near the school premises. They will make disinfectants as per orders for a period of one year based on satisfactory service and on mutually agreeable basis.

(b) The Housekeeping staff detailed for the purpose need to be under 55 years of age. In case of staff on leave, relief should be provided from reserved panel.

(c) The agency required to be provided nominal roll with photographs of housekeeping staff, 48 hours in advance for any change in the staff. No other person would be employed.

(d) The school shall bear no liability towards insurance of the housekeeping staff, adherence to the provisions of all relevant acts like EPF/ESI/Labour wages will be the responsibility of the concerned agency.

(e) Apart from the contracted amount no other charges shall 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 agency to provide housekeeping staff within the contracted amount.

(f) Service tax and other levies, if any will be clearly indicated in the tender.

(g) TDS will be deducted by the school while making payment.

(h) The school will not be held responsible for any kind of untoward incident during working hrs.

14. **TERMS AND CONDITIONS FOR CARPENTER & GARDENER**

(a) The Carpenter and Gardener to be employed in all three wings of this school wef **16 Sep 2022 to 15 Sep 2023** for providing requisite services as per their trade within and near the school premises.

(b) The Carpenter and Gardener detailed for the purpose need to be under 55 years of age. In case of staff on leave, relief should be provided from reserved panel.

(c) The agency required to be provided nominal roll with photographs of Carpenter & Gardener staff, 48 hours in advance for any change in the staff. No other person would be employed.

(d) The school shall bear no liability towards insurance of the carpenter & gardener adherence to the provisions of all relevant acts like EPF/ESI/Labour wages will be the responsibility of the concerned agency.

(e) Apart from the contracted amount no other charges shall 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 agency to provide housekeeping staff within the contracted amount.

(f) Service tax and other levies, if any will be clearly indicated in the tender.

(g) TDS will be deducted by the school while making payment.

(h) The school will not be held responsible for any kind of untoward incident during working hrs.

15. **TERMS AND CONDITIONS FOR SECURITY GUARDS**

(a) That the agency shall provide round the clock security arrangements for Army Public School, Bareilly with effect from **16 Sep 2022 to 15 Sep 2023**.

(b) That the agency would undertake to engage, employ and provide the requisite number of trained men for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.

(c) That the entire responsibility for taking security measures of all above three wings is of the agency and school will not be liable to pay anything for the security lapses as provided. The agency will be responsible to make up for any loss of property etc for negligence of the person employed by it.

(d) That the agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation of replacement.

(e) That the tenure of the service agreement shall be for the period from **16 Sep 2022 to 15 Sep 2023** and thereafter it may continue till the school intends at the existing terms and conditions. However if the services are not found satisfactory then the school at anytime may terminate the contract without assigning any reason whatsoever at any time by giving one month notice. In case the services are not satisfactory and there is lapse then the contract may be terminated without any notice/compensation in lieu.

(f) 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 the contractor only who shall be the employer of such personnel. Insurance and EPF of the guards would be borne by the security agency.

(g) Any dispute arising out of or in relation to this agreement shall be referred to a sole Arbitrator to be appointed by the Management Committee of Army Public School, Bareilly as per the Indian Arbitrator Act 1940. The Security Agency/Contractor does not have any right of appeal against the award of the Arbitrator in any Court.

(h) That the Agency shall provide its own uniform to its security personnel at their cost and ensure that they are well dressed at all times including daily shave and neat turnout.

(j) That the agency shall make its own arrangements for boarding and lodging of the security personnel.

(k) That the security guards posted at the school shall be at least a matriculate so that they can issue gate pass. All persons entering the school premises, except those who are engaged by the school and the students, will be issued a gate pass after necessary entries in the register. The gate pass will be collected by the Guard will ensure that the same has been signed by the person visited.

(l) The guard shall be neatly turned out and no guard would perform duty for more than 08 hours. The Guards would be rotated to ensure that they are alert.

(m) The guard should be trained and briefed about his duties by the security before deployment. Any new guard should first meet Principal/ Administrative Supervisor for briefing before starting his duty.

(n) The guard should be trained by the security agency to be firm but polite with the staff of the school and the visitors.

Duty Time

16. Guards will be provided for different locations of this school as per details below :-

S/No	Timings	Senior Wing and No of Guards	Middle Wing and No of Guards	Primary Wing (Main Building) No of Guards	Primary Wing (CI-1 Building) No of Guards
1.	0600 -1400	01	01	01	01
2.	1400 -2200	01	01	01	Nil
3.	2200 -0600	01	01	01	01

(Total Guards in 24 hours -11), They will follow timings strictly as per above chart and 1 x Guard Supervisor.

Penalty

17. The guards will be penalized by deduction of one day's salary in case of following failures :-

- (a) Improper turnout and bearing.
- (b) Sleeping on duty.
- (c) Found missing from place of duty without intimation.
- (d) Any misbehavior with staff, students or visitors.
- (e) Breach of security check procedure.
- (f) Consuming liquor, tobacco products or narcotics in school premises.
- (g) Failure to respond to a security breach or emergency situation.
- (h) Loss of any property/ Flowerpots displayed in the school premises and gardening plants.

18. Any lapse/breach of contract clauses will invite penalty on the monthly bill raised by the agency. This will be in addition to the penalty imposed on guards for individual lapses. The instances inviting penalty will be reported to the agency in writing/over phone and record of such lapses will be maintained.

19. More than 4 lapses/breach of contract by the security agency in a month will lead to penal deduction of 5% of the billed amount for the month.

20. If the guard is not aware of the actions to be taken by him in various emergency situations, he will be considered untrained for security duty. If the guard fails to react to an emergency/crisis situation, it will be deemed as a failure of the security agency and he liable for penalty of 10% on billed amount and legal action as applicable.

21. The guard posted at the main gate of school is expected to perform following duties :-
- (a) Duration of duty 8.30 hours.
 - (b) Prevent unauthorized entry into school campus.
 - (c) Take suitable action against attempt to make forced entry.
 - (d) Raise alarm in case of attempt at forced entry.
 - (e) Issue security pass to visitors after making entry in visitor register.
 - (f) Establish identity/antecedents of visitors before letting them in. In case of doubt obtain clarification from Principal/ Vice Principal over intercom.
 - (f) Ensure that vehicles are not parked in No Parking Zone outside the gate.
 - (h) Ensure no item of school property is carried out of campus without valid authorization.
22. Guard on patrolling will perform following duties :-
- (a) Duration of duty 8.30 hours.
 - (b) He will continuously patrol the school campus including corridors of academic building, to prevent trespassing, theft and willful damage/ vandalism of school property by miscreants.
 - (c) He will pay particular attention to vulnerable areas which will be briefed to him by Administrative Supervisor.
 - (d) He will raise alarm or alert school authorities immediately in case of any untoward incidents.
23. In case a leave reserve is to be provided, the Guard will be briefed by the agency and put up to the Principal/Administrative Supervisor for briefing. Police verification of the individual would be provided/ undertaking of character given by the agency to the school by the security agency before the relief is provided and the Principal/Administrative Supervisor is informed.
24. Except in case of the employees, no other vehicle would be permitted inside the school premises after school hours unless permitted by the Administrative Supervisor. During school hours no vehicle unless informed by Principal/ Administrative Supervisor would be permitted.
25. The gate will not be left unmanned under any circumstances. All the gates would be kept closed & locked and opened only when identity of the visitor is established.
26. Guards will not consume liquor or tobacco products as per rules.
27. Turnover of guard will not be done without prior approval of the Principal/ Administrative Supervisor.
28. 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, keep record of all incoming person/vehicles and also issue & collect entry passes.
29. In case of staff on leave, relief should be provided from reserved panel. This staff should be under 50 years and ex-servicemen exactly same as applicable for other regular staff.
30. The security agency required to provide nominal roll with photograph of guards 48 hrs in advance for any change in the staff. No other pers should be employed.
31. The tender will not be accepted if the rates quoted below the latest minimum wages fixed by the State Government (Uttar Pradesh) for employment of Watch & Wards without Arms by the Security Agency.

32. An undertaking will also be given by the security agency for employment of security guard as per Appendix 'C'.
33. Character and Antecedents of Housekeeping Staff. Verification of character and antecedents of the Housekeeping staff would be the sole responsibility of the agency. Proof of such verification in respect of each housekeeping staff will be provided to the school.
34. 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.
35. **Performance Bank Guarantee**, The agency selected for providing housekeeping staff at the school will have to deposit 3% of total estimated payment due to the agency in one year by way of Demand Draft towards performance bank guarantee within 15 days on award of contract. It will be refundable after three months of concluding of contract period. Security deposit is liable to be forfeited in case of any violation of contract.
36. The tender will not be accepted, if the rates quoted below the latest minimum wages fixed by the State Govt (UP) for employment of housekeeping staff.

Pre-Bid Conference

37. All clarifications are to be resolved in the Pre-Bid Conference alongwith a sample to be provided to the school on **30 Aug 2022** at Principal Office, Army Public School, Bareilly, prior submission of bids. No revision of Commercial Bid would normally be permitted after opening of the Technical Bid.

Commercial Bid

38. The Commercial bid is to be submitted strictly in accordance with **Appendix 'B'** to this tender enquiry. The Commercial bid once opened, will not be subjected to unilateral revision by the firm, unless the firm is called for price negotiations specifically and asked to justify the rates.

Conditions under which this RFP is issued.

39. This RFP is being issued with no financial commitment and school reserves the right to change or vary any part thereof at any stage. The school reserves the right to reject any or all of the offers without assigning any reason whatsoever. The school also reserves the right to withdraw the RFP, if necessary at any stage.
40. Please acknowledge receipt.

Thanking you,

Yours faithfully

(Dr Sarita Sirohi)
Principal

TECHNICAL BID

While dropping the quotation in quotation box/forward the sealed quotation, the following points to be taken care of :-

Ser No	Documents/Features of items	Documents produced by Vendor Yes/No	Remarks
(a)	No of years experience in providing out sourcing personnel/ such works.		
(b)	Certificate of firm's registration for GST, excise and TIN		
(c)	Proof of IT return for last two years		
(d)	Photocopy of PAN Card No of the firm/owner of the firm duly attested		
(e)	Work force availability (including ex-servicemen guards and supervisors)		
(f)	Proof of address (in the form of electric/ telephone bill separately for office, shop/ showroom and factory.		
(g)	DD of Rs.66,000/- refundable as EMD		
(h)	Certificate for acceptance of terms & conditions mentioned in RFP.		

Date : Aug 2022

Signature of the Authorized Signatory Company's Seal

COMMERCIAL BID

Ser No	Employee	Category	Nos of men required daily	Rate per man per month	Service Charge Rate_____	Tax, if any %age____	Total Rate per man per month incl service charge & taxes
				Rupees	Rupees	Rupees	Rupees
1.	Housekeeping staff below 55 years of age	Non-Skilled	06 (including 03 x female)				
2.	Security guards below 50 yrs of age	Non-Skilled	11				
3.	Carpenter	Skilled	01				
4.	Gardener	Skilled	01				

Note :-

1. The contractor shall to ensure laid down of minimum wages by UP Govt are not violated.
2. The rates of the salary will be revised as per UP Govt Min Wages Rule – 1948 as amended time to time.

Date : Aug 2022

(Signature and authorized company seal)