

REQUEST FOR PROPOSAL (RFP)

EMPLOYMENT OF SECURITY GUARDS, HOUSEKEEPING STAFF, CARPENTER, GARDENER, PLUMBER & ELECTRICIAN IN APS BAREILLY ON OUTSOURCE BASIS

Dear Sir,

1. Please reference advertisement published in local news paper Hindustan dated Oct 2024.
2. Tenders are invited from registered outsourcing agencies for employment of 16 x Security Guards, 25 x Housekeeping staff (including 18 x female), 01 x Carpenter, 02 x Gardener, 01 x Plumber & 01 x Electrician for one year in Army Public School, Bareilly on outsource basis in accordance to terms and conditions as per Para 13 to 15 of this RFP. Sealed tenders are allowed to be dropped in the sealed tender box on or before **____ Nov 2024 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 _____.
 - (b) Last date and time for receipt of tenders _____.
 - (c) Time and date for opening of tenders will be intimated later.
 - (d) Place of opening of tenders – Senior Wing, Army Public School, Bareilly.
 - (e) Address for Communication- Senior Wing, Army Public School, Bareilly.
4. The tender shall be submitted in **single stage two - bid system**, the Technical and Commercial bids.
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 _____** and “**Commercial Bid for RFP No. 1035/APS dated _____**”. 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). Tender received due to postal delay or non-delivery will not be accepted.
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 outright.

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 2,50,000** 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. Contractor bills will accompany evidence of deposit of EPF, ESI, GST and any other documents required as per Govt rules or company law.

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

(a) 25 x Housekeeping staff (including 18 x Female) for six days in week from Monday to Saturday during the whole month maximum 26 days is to be deployed in such a way that the workers may be available as per AWES policy of working hrs.

(b) They will make disinfectants as per orders for a period of one year based on satisfactory service and on mutually agreeable basis.

(c) 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.

14. **TERMS AND CONDITIONS FOR EMPLOYMENT OF CARPENTER, PLUMBER, GARDENER AND ELECTRICIAN**

(a) 01 each Skilled Carpenter, Gardener, Plumber and Electrician for six days in week from Monday to Saturday to be employed in all four wings of this school for one year for providing requisite services as per their trade within and near the school premises.

(b) The Skilled Carpenter, Gardener, Plumber and Electrician 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) Electrician employed for the purpose probably diploma/ IIT holder from a recognized institute or Ex-Servicemen with Electrician trade and has knowledge of all internal electric works such as repair of electric point, fans, water cooler, motor and such type of other works and External works of electric consultation with MES authority.

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

(a) Guards will be provided for different locations of this school as per details below :-

Ser 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	Pre Primary Wing
1.	0600 -1400					
2.	1400 -2200					
3.	2200 -0600					

(Total Guards for 24 hours - 16 Nos), they will follow timings strictly as per above chart and 1 x Guard Supervisor).

(b) That the agency shall provide round the clock security arrangements for Army Public School, Bareilly for one year.

(c) The agency shall be responsible for overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.

(d) Agency shall responsible for controlling the crowd, protection of persons and property and evacuation of occupants in case of fire and natural calamities.

(e) Prevention of un-authorized entry of personnel including all types of outside vendors in all the three wings of school campus.

(f) The agency shall provide proper uniform, whistle and baton for the day shift workers and five cell torch light and 5 ft long stick for staff on night duty.

(g) The agency shall be fully responsible for the performance and fitness on the duty of their guards and shall provide their own communication system to their staff for the coordination with Adm Supvr, HM, Coordinator, Vice Principal and Principal of the school.

(h) The security guards shall watch that there are no unidentified/ unclaimed/ suspicious objects/ persons in the school premises. Also ensure that all the electrical equipments/ instruments/ lights and fans must be switched off at the time of closure of the office.

(j) 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.

(k) 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.

- (l) That the agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation of replacement.
- (m) That the tenure of the service agreement shall be for the period from 01 Dec 2024 to 30 Nov 2025 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.
- (n) 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.
- (o) That the Agency shall provide its own uniform to its security personnel, HKS skill outsourcing staff at the cost of the security agency and ensure that they are well dressed at all times including daily shave and neat turnout.
- (p) That the agency shall make its own arrangements for boarding and lodging of the security personnel.
- (q) 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.
- (r) 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.
- (s) 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.
- (t) The guard should be trained by the security agency to be firm but polite with the staff of the school and the visitors.

Penalty

- 16. 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.

17. 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.

18. 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.

19. 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.

20. The guard posted at the main gate of school is expected to perform following duties :-

- (a) Duration of duty 8.00 hours excluding lunch.
- (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.
- (g) 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.

21. **Guard on patrolling will perform following duties :-**

- (a) Duration of duty 8.00 hours excluding lunch.
- (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.

22. In case a leave reserve is to be provided, the Guard will be briefed by the agency and put up to the Principal/Vice Principal 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/Vice Principal is informed.

23. 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/ Vice Principal would be permitted.

24. 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.
25. Guards will not consume liquor or tobacco products as per rules.
26. Turnover of guard will not be done without prior approval of the Principal/ Administrative Supervisor.
27. The guards preferably 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.
28. In case of staff on leave, relief should be provided from reserved panel. This staff should be under 50 years and preferably ex-servicemen exactly same as applicable for other regular staff.
29. 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.
30. 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.

SPECIAL CONDITION OF CONTRACT

31. The agency required to be provided nominal roll with photographs of all employee, 48 hours in advance for any change in the staff. No other person would be employed.
32. The school shall pay minimum wages as per UP Govt norms, 13% EPF and 3.25 ESI as per UP Govt rules. If two or more than two agencies have tie in respect to rates quoted then the performance of the agency will be considered for comparison which will include the appreciation certificates from Central/ State Govt, working strength/ ITR. Further adherence to the provisions of all relevant acts like EPF/ ESI/ Labour wages will be the responsibility of the concerned agency.
33. Apart from the contracted amount no other charges shall be paid by the school. It is the responsibility of the agency to provide staff within the contracted amount.
34. Service tax and other levies, if any will be clearly indicated in the tender.
35. **TDS will be deducted by the school while making payment.**
36. The school will not be held responsible for any kind of untoward incident of their employee during working hrs.
37. Verification of character and antecedents of the employee would be the sole responsibility of the agency. Proof of such verification in respect of each employee will be provided to the school.
38. 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.

39. The contract agreement shall take effect for a period of one year starting from 01 Dec 2024 to 30 Nov 2025, unless sooner terminated by school management. The same may be extended a period of another year or till next financial year by school management only on the requirement basis and satisfactory performance and acceptance of the request by the management.

40. The contractor provides personnel as mentioned in Appx 'B' with own efforts according to the directions of the School. The School reserves the right to increase/ decrease the number of employees during the contract period. The number of personnel may change as on required basis and contractor has agreed to provide the same. Working hours of each employee will be 08 hours which will be decided by the school as per requirement. The Contractor will be responsible for police verification of his employees.

41. The contractor shall execute the said services under his direct personal supervision and in the best workmen like manner and shall not on any account whatsoever, employ a such contractor except with the prior written consent of the school which the school may in the absolute discretion withhold without assigning any reason.

42. The contractor shall be fully responsible for any accident/ loss/ injury to the person(s) working with/ under him and shall have to pay compensation in accordance with the prevailing rules regulations of UP Govt. The school will have no liability on this account.

43. The contractor will also give following undertaking:-

(a) No change of employees without consent of school/ management except on disciplinary ground.

(b) Providing account No EPF (UAN No) and ESI of all employees before appointing them.

(c) Salary of employees will be paid in their bank accounts only. No cash payment to be made.

(d) Submission of Salary, EPF and ESI payment certificate before processing bills for the ensuing month.

(e) The school shall be entitled to terminate this Agreement/ Contract without giving notice after issuing two counseling/ warning letters by school authority for unsatisfactory services.

(f) No unnecessary deduction/ charges should be done from employee salary such as File Charge/ Registration charge etc by the contractor.

44. The contractor will clear dues of all employees by 5th day of the month and will have no claim on school. School shall pay to the contractor by 15th Day of each month against his running bills as he claims or entitled to on the satisfaction of the services rendered and according to the approved rates mentioned in the schedule/ rates appended in commercial bid. The rates of minimum salary will be revised by the contractor as per UP Govt Min Wages Rule-1948 as amended time to time.

45. The school shall pay minimum wages as per UP Govt. Mini Wages Act as amended time to time and service charges will be admissible on the amount quoted in the commercial bid at the time of tendering.

46. The contractor shall ensure laid down of minimum wages by UP Govt are not violated.

47. The contractor shall provide the proof of depositing of EPF & ESI regarding the employees to the school every month. Earnest money of Rs. **2.50** Lac will be retained with the school during the period of contract.
48. The school shall not be liable to pay any sum of money to the contractor or anyone else claiming under this contract over and above what is payable under this contract to the contractor.
49. All money of the contract shall be liable to pay to the school by the contractor on account of the breach of agreement / contract.
50. The contractor shall remain liable to and shall indemnify the school in respect of all causes of action, damages, compensation or costs, charges and expenses arising out of any accident or injury sustained by the students or employees of the school or anyone else in the school, caused directly or indirectly by anyone in the employment of the contractor or any person claiming to be the agent of the contractor etc while in or upon the services being rendered out of any act, error in judgment of his part.
51. The school shall be entitled to terminate this agreement/ contract and discharge the contractor without prejudice to the other rights and remedies available to it, if the contractor shall become insolvent or fails and or neglects to carry out instructions on its behalf or to complete the services or suspend the same or delay the progress thereof without reasonable cause. It is made clear that the essence of this contract is the satisfaction of the school regarding the performance and proper execution of the services.
52. In case of termination of this agreement or contract and or discharge of the contract as herein-before, the school shall be entitled to appoint a new contract or contractors to continue according to the school's specifications and authorize the contractor/ contractors to use plant, materials and the property of the contractor left upon and the contractors shall, in such case lose and forfeit all the interest whatsoever under this agreement or contract, except his claim for money unpaid on settlement of account between the parties and scrutiny of all his bills.
53. The contractor shall at all points of time, during the currency of the Agreement/ Contract follow the laws applicable for the purpose of rendering the said services for the school.
54. The contractor shall carry out any work that may arise directly or indirectly for executing the service which may be incidental for the purpose of rendering the services.
55. The school shall have authority to reject the services of any employee, if not found satisfactory. The contractor will have to replace the employee.
56. The school will not be held responsible for any act or omission on part of agency.
57. The school management will have the authority to terminate the contract, without giving any reasons by giving one month notice. The contractor also can terminate contract by giving one month notice to the school.
58. The contractor shall ensure all employees come on duty with proper uniform and Identity card daily.
59. Necessary deduction such as security, Income tax, GST tax etc shall be made from payment as per norms.
60. All disputes are subject to Bareilly jurisdiction only.
61. Minimum wages/salary of skilled/ non skilled employee shall be as per UP Govt norms.

62. 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.

63. 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

64. All clarifications are to be resolved in the Pre-Bid Conference alongwith a sample to be provided to the school on _____ 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

65. 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.

66. 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.

Please acknowledge receipt.

Thanking you,

Yours faithfully

Signature of Contractor

(Dr Sarita Sirohi)
Principal

TECHNICAL BID**EMPLOYMENT OF SECURITY GUARDS, HOUSEKEEPING STAFF, CARPENTER, GARDENER & ELECTRICIAN FOR ONE YEAR IN APS BAREILLY ON OUTSOURCE BASIS**

Dear Sir,

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
(a)	Name of Agency :	
(b)	Nature of concern (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
(c)	Full address of Registered Office with telephone No & e-mail address	
(d)	Full address of Operating/ Branch Office with telephone No & e-mail address	
(e)	Bankers of agency with full address (attached Bankers certificate of account maint for last three years 2021-22 to 2023-24) with telephone number of bankers.	
(f)	Registration No/ Licence No of Agency (attached attested copy of Registration)	
(g)	No of years experience in providing out sourcing personnel.	
(h)	GST Registration No (attached attested copy of Registration)	
(j)	Proof of IT return for last two years	
(k)	PAN No of the Agency (attached photocopy of card duly attested)	
(l)	Details of Major contracts handled in last 03 (three years) and work force availability (including ex-servicemen guards and supervisors)	
(m)	DD of Rs. 2,50,000/- refundable as EMD	
(n)	Certificate for acceptance of terms & conditions mentioned in RFP.	
(o)	License Number obtained from Govt of Uttar Pradesh to run private security agency	

Date : Nov 2024

Signature of the Authorized Signatory Company's Seal

COMMERCIAL BID**EMPLOYMENT OF SECURITY GUARDS, HOUSEKEEPING STAFF, CARPENTER, GARDENER & ELECTRICIAN FOR ONE YEAR IN APS BAREILLY ON OUTSOURCE BASIS**

(Amount in Rupees)

Rates as per UP Govt minimum wages act amended to time to time			Unit Rate of Payment for a man/Month Duty					
Ser No	Employee	Category	Minimum wages (Basic Wages + VDA) as per UP Govt Rules	EPF 13% of (d)	ESI 3.25% of (d)	Rate per man (d+e+f)	Service Charge in terms of amount in Rupees	Total Rate per Months inclusive of Service charge (g+h)
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(j)
1.	Carpenter for 26 days/ month	Skilled						
2.	Gardener for 26 days/ month	Skilled						
3.	Electrician for 26 days/ months	Skilled						
4.	Plumber for 26 days/ month	Skilled						
5.	Housekeeping staff for 26 days/ month	Non-Skilled						
6.	Security guards for 26 days/ month	Non-Skilled						
7.	Per day rate of reliever of Security guards for 05/06 days	Non Skilled						
Total								
Taxes, if any								
Total incl GST								

Note :-

- Selection of vendor will be decided on the basis of Service Charge quoted by the bidder alongwith other parameter like minimum wages, ESI contribution, EPF contribution (Employer share), GST etc are as per statutory provision.
- The minimum wages shall be as per the structure issued from time to time by the Labour Commissioner of UP and shall ensure laid down of minimum wages will not violated.
- Service charges must be quoted minimum 2.4% by bidder. If any bidder quote less than 2.4% then the bid will be treated as cancelled and not to be entertained.
- If two or more than two bidder provide equal competitive rates then portfolio of service provider will be taken into consideration comprising details of major contracts handled in last three years, Total Nos of employee in the agency, annual turnover, total Nos of working experience in years, Tax Audit reports of FY 2021-22, 2022-23 & 2023-24 etc.
- 12% balance share of EPF shall be contributed by contractor/employee.

Date : Nov 2024

(Signature and authorized company seal)