

REQUEST FOR PROPOSAL (RFP)

EMPLOYMENT OF HOUSEKEEPING STAFF FOR ONE YEAR, ARMY PUBLIC SCHOOL BAREILLY

Dear Sir,

1. Please reference advertisement published in local news paper Amar Ujala dated 04 Jun 2021.
2. Tender are invited from registered out-sourcing agencies to provide 04x House keeping staff (including 1x female) for one year for Army Public School, Bareilly in accordance to the 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 17 Jun 2021 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 04 Jun 2021.
 - (b) Last date and time for receipt of tenders 17 Jun 2021.
 - (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-243001
4. The tender shall be submitted **in single stage two - bid system of** 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 04 Jun 2021 and “Commercial Bid for RFP No. 1035/APS dated 04 Jun 2021” . 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. Your authorized representative from the Company can 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 rightly.

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 lowest bidder (L1) as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately.

11. **Earnest Money Deposit.** The out sourcing agencies are required to deposit an EMD of Rs 15,000/- 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**

(a) The Housekeeping staff to be employed in all the three wings of school 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 40 years of age. In case of staff on leave, relief should be provided from reserved panel.

(c) The agency required to be provide nominal roll with photograph of housekeeping staff, 48 hrs in advance for any change in the staff. No other persons should 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.

14 **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 security guard will be provided to the school.

15. 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.

16. **Performance Bank Guarantee** . The Agency selected for providing Housekeeping staff at the school will have to deposit 10% of total estimated payment due to the agency in one year by way of Demand Draft towards performance guarantee 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.

17. **The tender will not be accepted, if the rates quoted below the latest minimum wages fixed by the State Government (Utter Pradesh) for employment of Housekeeping Staff.**

Pre-Bid Conference

18. All clarifications are to be resolved in the Pre-Bid Conference on 14 Jun 2021 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

19. The Commercial bid is to be submitted strictly in accordance with **Appx '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.

20. 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 should it be so necessary at any stage.

21. Please acknowledge receipt.

Thanking you,

Yours faithfully

(Aparna Tripathi)
Capt (Retd)
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 supply of Out-sourcing personnel .		
(b)	Certificate of firm's registration for GST, excise and TIN.		
(c)	ITCC for last two years		
(d)	Photo copy of PAN Card of the firm/owner of the firm duly attested.		
(e)	Proof of address (in the form of electric/ telephone bill separately for office, shop/ showroom and factory.		
(f)	DD of Rs._____ refundable as EMD		
(g)	Certificate for acceptance of terms & conditions mentioned in RFP.		

Date : Jun 2021

Signature of the Authorized Signatory Company's Seal

COMMERCIAL BIDS

**EMPLOYMENT OF HOUSEKEEPING STAFF ON
ADHOC BASIS FOR ONE YEAR**

Ser No	Nomenclature	Rate per Housekeeping staff	Total amount
1.	04x Housekeeping Staff (including 1 female) below 40 years of age for one year.		
	Total amount		

Date: Jun 2021

(Signature of Contractor
with Rubber Stamp)

