

ARMY PUBLIC SCHOOL PATHANKOT  
NEAR KV-2, ARMY AREA, PATHANKOT

TERMS & CONDITIONS FOR OUTSOURCING MANPOWER

1. Army Public School Pathankot invites sealed quotation from experienced persons/ agencies for outsourcing manpower for Primary & Secondary wings of the School.
2. Apply on plain paper alongwith **EMD of Rs 3,30,450/-** on or before **13 March 2025 (0800 hrs)**.
3. **Nature of work of Housekeeping Staff (Safai Karamchari) as under:-**
  - (a) Required to be employed for 26 days for sweeping/ cleaning of bath rooms & all buildings and as detailed by Principal with prior approval of Chairman, APS Pathankot.
  - (b) Area cleaning to include all grounds, open areas, roads, drains, areas all around building etc.
  - (c) Grass cutting of complete area
  - (d) Disposal of garbage outside the main gate.
4. **Nature of work of Data Entry Operator & Skilled Labour as under:-**
  - (a) **Data entry Operator**. Required to be employed for 26 days for coding information, complying with data integrity and security policies, printing and scanning files and generating reports and achieving an organization's goals by completing the necessary tasks.
  - (b) **Skilled labour**. Required to be employed for 26 days for minor electrical and plumber work of the school.
  - (c) To carry out any other task assigned by the Principal/Vice Principal.
5. **Nature of work of Watch and Ward Staff (Chowkidar) as under:-**
  - (a) Required to be employed for full month on rotation (day & night).
  - (b) Staff will be responsible to look after the property of the school during the period the school is closed.
  - (c) To carry out any other task assigned by the Principal/Vice Principal
6. **Eligibility.**
  - (a) The selected agency to provide services of above staff will be whole & sole responsible for payment of all dues as per Govt Rules & Regs to the staff employed by the agency in the school. **The rates inclusive of minimum wage rates, EPF, ESI & other services charges.** The school will NOT be responsible for any observation made by any Govt or any other agency regarding payment of dues to the persons employed in the school.
  - (b) Preference will be given to experience holder contractor with Govt/semi Govt deptt or PSU or School/College or similar organization subject to lowest charges.
7. EMD (interest free) will be refunded after one month. The successful vendor will be required to deposit **Rs 3,30,450/-** as security on award of contract for outsourcing manpower. The security deposit will be refunded without interest on completion of contract period.

Principal  
APS Pathankot  
(0186- 2920399)

**ARMY PUBLIC SCHOOL PATHANKOT**  
**CALL FOR QUOTATION**

1680004/APSP/Outsourcing/2025

06 March 2025

**CALL FOR QUOTATIONS : CONTRACT FOR SUPPLY OF**  
**OUTSOURCING MANPOWER FOR APS PATHANKOT**

**PART – I**

1. Bids are invited in single bid system for contract agreement for supply of 38 x Unskilled Labour, 04 x Watch & ward and 02 x Skilled Labour (Data Entry Operator & Electrician cum Plumber) through outsourcing for APS Pathankot.

2. **List of Documents required from the sellers.**

- (a) Project Experience and Certificates with respect to Eligibility Criteria format as per **Appendix A.**
- (b) Undertaking for Not Have Been Blacklisted or Debarred by any Govt Entity format as per **Appendix B.**
- (c) Registration Certificate for Geographical presence as required by Buyer format as per **Appendix C.**
- (d) Scanned copy of Acceptance of Terms & Conditions of ATC format as per **Appendix D.**
- (e) Bid Security Declaration duly signed format as per **Appendix E.**
- (f) Annual Turnover certificate **audited by CA** with Self Certification with turnover of not less than Rs 61,43,787/- in the last three years.
- (g) Experience Certificate **alongwith proof** for Execution of Three similar outsourced projects with turnover of **minimum Rs 61,43,787/- in one year** in the **last three years** for non MSME vendors.
- (h) Experience certificate **alongwith proof** of having employed not less than **50 persons** in one project in the **last three years** for non MSME vendors.
- (j) Copy of Labour License Certificate issued by competent authority.
- (k) Copy of Registration certificate with ESIC.
- (l) Copy of Registration certificate with EPF.
- (m) Copy of GST Registration certificate and Aadhar Card.
- (n) Copy of Earnest money Deposit (Refer Para 7 of ATC).
- (o) Copy of MSME Registration Certificate (where applicable).
- (p) Bank Solvency Certificate Rs 61,43,787/-
- (q) Scanned Copy of ATC duly signed

...2/-

2. **Bid Security Declaration.** In place of Earnest Money Deposit (EMD), all firms/ sellers will submit a Bid Security Declaration as per format attached in list of required documents to this ATC accepting that they will be suspended for a period of one year from being eligible to submit bids for contracts for supply of outsourcing manpower under the following circumstances unilaterally:-

- (a) Withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of the bid.
- (b) Having been notified of the acceptance of our bid by the buyer during the period of its validity:-
  - (i) Fails to furnish the Performance Security for the due performance of the contract before the defined in the request for proposal/contract document.
  - (ii) Fails or refuse to sign, accept/execute the contract.

3. Bids that do not comply with the above conditions are likely to be rejected.

4. The approval or rejection of bid (s) rests with Competent Financial Authority (CFA) as applicable, who reserves to himself the right of rejecting any bid in whole or in part or any items in whole or in part in respect of any or all the delivery points shown in the schedule or requirements in Part II or ATC without cause assigned.

5. **Important Conditions Pertaining to Acceptance of Bid.**

- (a) Procurement Committee or the Board of Officers reserves the right to hold negotiation with the seller/ bidder who has quoted the lowest rates as also reserves the right to reject or ignore any quotation with assigning any reasons whatsoever if found not in order.
- (b) The lowest rates achieved will be subject to approval by Competent Financial Authority and the seller shall have no rights to prefer any claim of any nature.
- (c) Once the rates are accepted and approved, the seller will be contractually bound to supply the quantity required in a specific period. In case of short supply or the contract quantity the performance Guarantee will be forfeited in full.

6. **Earnest Money Deposit.**

- (a) Bidders are required to forward scanned copy of Earnest Money/Security Deposit for an amount of Rs 3,30,450/- (Rupees three lakh thirty thousand four hundred fifty only) in favour of **Principal Army Public School Pathankot** alongwith bids, failing which their bid will be rejected.
- (b) The Earnest Money /Security Deposit may be submitted in the form of an Account Payee demand Draft, fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorised to conduct government business as per Form DPM-16 (available in MoD website and can be provided on request). Earnest Money /Security Deposit is to remain valid for a period of forty five days beyond the final bid validity period (60+45 days). Earnest Money/Security Deposit of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest or before the 30<sup>th</sup> day after the placement of the Supply Order. No interest shall be payable by the Buyer to the Bidder (s) on Earnest Money /Security Deposit for the period of its currency. **The EMD of the successful bidder would be returned post submission of e-PBG after award of Supply Order.**

(c) **Earnest Money /Security Deposit is not required to be submitted by those Bidders who are registered with the Central Purchase Organisation (e.g. DGS & D) and vendors registered with MSME.**

(d) The Earnest Money /Security Deposit will be forfeited if the bidder withdraws or amends impairs or derogates from the Bid in any respect with the validity period of their Bid.

7. **Performance Bank Guarantee (PBG)/Security Deposit.** The vendor shall furnish a Bank Guarantee equal to five percent (5%) of the total value of the contract within seven days of the receipt of supply order. In case of non adherence to the delivery schedule for all deliverables of the items, i.e. Due Date liquidated damages will be deducted from this amount. Bank Guarantee will be valid for a period of sixty days beyond the date of completion of contractual obligations. The sample format of PBG is attached as **Appendix F to RFP.**

8. **Forfeiture of the Bid Security.** The bid security/earnest money will be liable to be Forfeited if the bidder withdraws or amends, impairs or derogates from the tender/quotation in any respect within the validity period of his tender also in case the bidder furnishes/submits false information. No Decree order is required for forfeiture of Bid Security which follows on default and should be credited at once to the Government Account.

9. **Payment Terms for Indigenous Sellers.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques, wherever feasible.

**Eligibility Criteria:-**

10. The bidder should have valid GST No.

11. The work required are categorized in **Appendix 'G'** attached to this RFP. It may please be noted that quotation will be submitted in sealed envelope.

**Other Details:-**

12. Bids in sealed cover for contract agreement for supply of outsourcing manpower for APS Pathankot. Please super scribe "\_\_\_\_\_ (Category of work i.e "contract agreement for outsourcing manpower RFP No 1680004/APSP/Outsourcing/2025 dt 05 March 2025" on sealed cover will be super scribed to avoid the bid being declared invalid.

- |     |                                |   |   |
|-----|--------------------------------|---|---|
| (a) | Bid publishing date            | - | 06 March 2025 at 0800 hours.                                  |
| (b) | Bid submission start date      | - | 06 March 2025 at 0830 hours.                                  |
| (c) | Bid submission end date        | - | 13 March 2025 at 0800 hours.                                  |
| (d) | Bid opening date               | - | 13 March 2025 at 0900 hours.                                  |
| (e) | Clarification time for vendor- |   | 14 March 2025 at 0830 hours to<br>16 March 2025 at 0800 hours |

(f) The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

(g) **Manner of depositing the bids** : Sealed bids should be either dropped in the Quotation Box marked as “**Quotation box for Outsourcing Manpower for APS Pathankot**” or sent by registered post to APS Pathankot, Near KV-2, Sujampur Area, Pathankot prior to the due date and time. No responsibility will be taken for postal delay or non delivery/non receipt of bid documents. Bids sent by Fax or email will not be considered.

(h) **The exact date & time for opening of bids will be uploaded on school website as per availability of Presiding Officer.** If due to any exigency, the due date for opening of the bids is declared closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer.

(j) **Location of the Tender Box** : Main gate of APS Pathankot. Only those bids that are found in the quotation box will be opened. Bids dropped in the wrong box will be rendered invalid.

13. The address and contact number bids or seeking clarifications regarding this RFP are given below:-

(a) Bids/queries will be addressed to: **Principal, Army Public School, Pathankot.**

(b) **Postal Address for sending the bids.** Army Public School Pathankot, Near KV-2, Army Area, Pathankot.

(c) Interested vendors to download call for quotation alongwith other related documents of the above contract from school website on payment of Rs 100/- (Cash/DD) between 1200 hours to 1500 hours on or before **24 Feburary 2025**. Vendors will submit call for quotation alongwith EMD of Rs 3,30,450/- in favour of Principal Army Public School Pathankot (To be refunded after one month).

(d) Name & designation of the contact person : **Dr Anju Saini,  
Principal APS Pathankot.**

(e) Telephone number : **Civil 0186 – 2920399 (O)**

(f) E-mail id : **apspathankot@AWESINDIA.EDU.IN**

(g) School website : **apspathankot.org**

14. The RFP is being issued with no financial commitment and the school reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Sd/- x x x  
(Dr Anju Saini)  
Principal,  
(APS Pathankot)

**Enclosures** : (As above)

**Appendix A**  
**(Refer Para 1 (a) of ATC)**

**PROJECT EXPERIENCE CERTIFICATE**

1. I \_\_\_\_\_ hereby intimate that I have \_\_\_\_ years (minimum Three Years experience required) experience in providing manpower on outsourcing (outsourcing of Unskilled Labour and Tradesmen) to government agency.

2. I have eligibility criteria to provide manpower on outsourcing as per requirement mentioned in the bid. I am **enclosing proof** for providing manpower on outsourcing basis to various agencies/departments/establishments during past three years as **Annexure I**.

Station :

\_\_\_\_\_  
(Signature of Seller (s) with stamp)

Dated : March 2025

\_\_\_\_\_  
(Name in Block letters)  
(Capacity /Prop/Partner)

\_\_\_\_\_  
(Address)

(Signature of Seller with stamp)

**Appendix B**  
**(Refer Para 1 (b) of ATC)**

**UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT CERTIFICATE**

1. I \_\_\_\_\_ hereby certify that our firm \_\_\_\_\_

\_\_\_\_\_ has not be debarred from participation of tender for Outsourcing of Skilled/Unskilled Labour and Tradesmen by Govt Public Sector Undertaking or any other agency for which we have executed/ undertaken the work services during the last five years.

Station :

Dated : March 2025

\_\_\_\_\_  
(Signature of Seller (s) with stamp)

\_\_\_\_\_  
(Name in Block letters)  
(Capacity /Prop/Partner)

\_\_\_\_\_  
(Address)

(Signature of Seller with stamp)

**CERTIFICATE FOR GEOGRAPHICAL PRESENCE**

1. It is intimated that our firm M/s \_\_\_\_\_ has a Registered Office in the Punjab State. Our firm is registered with \_\_\_\_\_ (Govt Department).

2. The certificate Number \_\_\_\_\_ and a copy of certificate for the above mentioned details is attached as **Annexure II.**

Station :

Dated : March 2025

\_\_\_\_\_  
(Signature of Seller (s) with stamp)

\_\_\_\_\_  
(Name In BLOCK letters  
(Capacity / Prop / Partner)

\_\_\_\_\_  
(Address)

(Signature of Seller with stamp)

**TENDER CONDITIONS ACCEPTANCE LETTER**

To,

The Principal  
Army Public School  
Pathankot

**SUBJECT : ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER**

**Tender Reference No:**\_\_\_\_\_.

**Name of the Tender/Work.** Outsourcing of Manpower (Unskilled/Skilled/Watch & Ward Labour) for APS Pathankot.

Dear Sir,

1. I/We have downloaded / obtained the tender documents for the above mentioned Tender /Work as per your advertisement given in the above mentioned website.
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents.
3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submitting the acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/ corrigendum(s) in its totally/entirely.
5. The technical bid and its enclosures as submitted in physical form as mentioned in tender is the true copy of the documents uploaded on the website.
6. In case any provision of the tender are found violated, your department/organisation shall be at liberty to reject this tender/ bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/ right against department in satisfaction of this condition.

Yours faithfully,

Dated :            March 2025

(Signature of the Bidder with office seal)

**BID SECURITY DECLARATION**

To,

THE PRINCIPAL  
APS PATHANKOT

Dear Sir,

1. I/We hereby confirm and accept that I/we shall be suspended from being eligible to submit bids/proposals for the entire contractual year / period of contract for which the bids have been invited through this bid, for contract of **Outsourcing of Unskilled/Skilled and Watch & ward labour** (Items to be mentioned) at APS Pathankot, if I/we :-

(a) Withdrew or amend, impair or derogates from the Bid in any respect during validity of this bid.

(b) Having been notified of the acceptance of our bid by the buyer during the period of its validity:-

(i) Fail to furnish the Performance Security for the due performance of the contract before the deadline define in the request for the proposal/ contract document.

(II) Fail or refuse to sign, accept/execute the contract.

2. This certificate is irrevocable.

Station :

Dated : March 2025

\_\_\_\_\_  
(Signature of Seller (s) with stamp)

\_\_\_\_\_  
(Name In BLOCK letters  
(Capacity / Prop / Partner)

\_\_\_\_\_  
(Address)

(Signature of Seller with stamp)

**Appendix F**  
**(Refer Para 1 of ATC)**

**PERFORMANCE BANK GUARANTEE SECURITY DEPOSIT FORMAT**

From :

Bank \_\_\_\_\_

To,

THE PRESENT OF INDIA

Dear Sir/Madam,

1. Whereas you have entered into a contract No \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter referred to as the said Contract) with M/s \_\_\_\_\_, hereinafter referred to as the "Seller" for supply of outsourcing manpower as per Part II or the said contract to the said seller and whereas the Seller has undertaken to produce a bank guarantee for five percent (5%) of the total Contract value amounting to Rs \_\_\_\_\_ to secure its obligations to the President of India. We the \_\_\_\_\_ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obliger on behalf of the seller that, in the event that the Principal APS Pathankot declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid from the date of acceptance of Supply Order and until all the store and documentation have been supplied according to the contractual obligations under the said contract.

5. Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s \_\_\_\_\_.

Station :

\_\_\_\_\_  
(Signature of Seller (s) with stamp)

Dated : March 2025

\_\_\_\_\_  
(Name in Block letters)  
(Capacity /Prop/Partner)

\_\_\_\_\_  
(Address)

(Signature of Seller with stamp)

**Appendix 'G'**  
**(Refer Para 11 of ATC)**

**CALL FOR QUOTATIONS – CONTRACT FOR SUPPLY OF**  
**OUTSOURCING MANPOWER FOR APS PATHANKOT**

Ser No	Designation of staff	Name of firm	Min wages as per Govt of India rates per day (In Rs)	Percentage (%) of profit on per day wages	Percentage (%) of GST on per day wages (If applicable)	EPF @ Rs 13 % on per day wages	ESIC @ Rs 3.25% on per day wages	G/Total (In Rs) after round off (per day wages)
(a)	Housekeeping Staff (Safai Karamchari).							
(b)	Data Entry Operator/Skilled Labour							
(c)	Watch and Ward							

Signature of dealer with stamp \_\_\_\_\_

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**ADVERTISEMENT**  
**ARMY PUBLIC SCHOOL PATHANKOT**

Applications are invited for supply of outsourcing manpower for 38 x Unskilled Labour, 04 x Watch & Ward and 02 x Data Entry Operator/Skilled labour to APS Pathankot. Details of application and terms of engagement are also available on school website i.e. [www.apspathankot.org](http://www.apspathankot.org).

Interested vendors to collect call for quotation alongwith other related documents for the above from Main office, APS Pathankot on payment of Rs 100/- (Cash/DD) between 1200 hrs to 1500 hrs or download from school website and submit alongwith EMD of Rs 3,30,450/- in favour of Principal APS Pathankot Last date for submission of quotation is 13 March 2025 at 0800 hrs.

Sd/- x x x x  
Principal