

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

TERMS & CONDITIONS
FOR OUTSOURCINGS 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 / firm's pad alongwith EMD of Rs 30,000/- on or before **02 Dec 2022**
3. **Nature of work of Housekeeping Staff (Safai Karmchari) 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 Pahankot.
 - (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 as under:-**
 - (a) 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) 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 30,000/- as security on award of contract for outsourcing of conservancy services. The security deposit will be refunded without interest on completion of contract period.

Sd/ x x x x

ARMY PUBLIC SCHOOL PATHANKOT
CALL FOR QUOTATION

1680004/APSP/Consy/2022

15 Nov 2022

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 outsourcing manpower for APS Pathankot.

Eligibility Criteria:-

2. The bidder should have valid GST No.

3. The work required are categorized in Appx 'A' attached to this RFP. It may please be noted that quotation will be submitted in sealed envelope.

Other Details:-

4. 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/Consy/2022 dt **15 Nov 2022** on sealed cover will be super scribed to avoid the bid being declared invalid.

(a) Last date for submission of bids by or before 1500 hrs on **02 Dec 2022**. 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.

(b) Manner of depositing the bids : Sealed bids should be either dropped in the Quotation Box marked as Quotation box or sent by registered post to APS Pathankot, Near KV-2, Sujanpur 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.

(c) **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.

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

5. 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, Sujanpur Area,

(c) Interest vendors to collect call for quotation alongwith other related documents of the above contract from Main office, APS Pathankot between 1200 hrs to 1500 hrs or download from school website on payment of Rs 100/- (Cash/DD) on or before **02 Dec 2022**. Vendors will submit call for quotation alongwith EMD of Rs 30,000/- in favour of Principal APS Pathankot (To be refunded after one month).

(d) Name/ designation of the contact Person: Mrs Meetu Rathore, Principal, APS Pathankot.

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

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

(g) School website : apspathankot.org

6. 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 x x
(Mrs Meetu Rathore)
Principal
APS Pathankot

Appx 'A'

(Ref APS Pathankot call for quotation

No 1680004/APSP/Consy/2022

Dated 15 Nov 2022)

**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).		477/-		NA			
(b)	Data Entry Operator		455/-					
(c)	Watch and Ward		671/-					

Sign of dealer with affixing stamp _____
