

PART -II
(COMMERCIAL BID)
TENDER FORM: SECURITY SERVICE REQUIRED BY APS DELHI CANTT

Issued to:-

Cost of Tender Form: Rs. 2,500/-
Earnest Money: Rs 1,00,000/- (Rupees one lakh only)(Earnest money) by DD only.
(To be deposited along with Technical bid)

Issue Date: Feb 2021

Form No: _____

1. Name of the firm :
2. Date of Registration of the firm :
3. Service Tax No :
4. PAN No :
5. ESI Acct No :
6. EPF Acct No :
7. Full Address including Tel/Fax Nos :
8. Service applied for : Security Service Required by APS Delhi Cantt for the period 01 Apr 2021 to 31 Mar 2022.
9. **Annual Turn Over** :
(Attach of copy of Balance Sheet Audited by CA for **FY 2019-20**)
10. Details of Expertise & Experience :
in your service (attach documents)
11. Attach details of any other School :
or organization where similar service was provided by your firm in past.
12. Three Security Supervisor and twelve Security Guard are required.
13. Amount required by the contractor for providing Security Service for the period from.

Ser No	Particulars	Amount	
		Supervisor	Guard
	Duration of Duty	8 Hours	
1	Wages + DA (per person per month)		
2	ESI* (if applicable)		
3	EPF* (if applicable)		
4	Service charges (inclusive of all)		
5	Any other charges		
	Total		

* ESI and EPF contribution to be paid for personnel employed by the tenderer shall be responsibility of the tenderer. The above rates should be inclusive of all the above including profits, overheads, bonus, gratuity etc and taxes whatsoever payable.

Declaration by the Tenderer: This is to certify that I/we before signing this bid have read and fully understood all the terms and conditions contained herein and undertake myself/overselves to abide by them.

Date: Feb 2021

List of Enclosures Attached with this firm

Office Seal

(Signature of Proprietors)
of the firm with Stamp

PART-I
(TECHNICAL BID)

TENDER FROM: TERMS & CONDITIONS FOR OPERATING SECURITY SERVICE AT APS
DELHI CANTT

1. Name of the firm :
2. Technical Bid to be accompanied by copy of following documents for assessment of technical bid:-
 - (a) Registration of firm Proof and Validity:
 - (b) Proof of Address :
 - (c) GST Number :
 - (d) Permanent Account Number :
 - (e) Name of Proprietor :
 - (f) Mobile/Tele/FAX and e-mail of firm :
 - (g) ESI Acct No :
 - (h) EPF Acct No :
 - (i) Turnover Certificate from regd Chartered Accountant for past 2 year (minimum Turnover should be more than 10 lakh per year) :
 - (j) Income Tax return filed past 2 years :
 - (k) Proof of experience in similar service provided in educational institutions (attach copy of contract) :
 - (l) Satisfactory performance certificate from institution where such service provided :
 - (m) Tender Money :
 - (n) EMD (Original) :
 - (o) PSARA Certificate of Delhi :
3. Service applied for : Security Service required by APS Delhi Cantt for the period from **01 Apr 2021 to 31 Mar 2022.**

TERMS & CONDITIONS:-

4. Contactor shall agree to provide Security Service to APS Delhi Cantt on the following terms and conditions for a period of one year with effect from **01 Apr 2021 to 31 Mar 2022**. The area of responsibility consist of school premises comprising of Primary Wing, Senior Wing, Junior Wing, Residential Building, Multipurpose Hall, Yoga Hall, Canteen and play areas.
5. The contactor will undertake to provide Security Service to the school against theft, burglary, fire and sabotage by providing fool proof security system found the clock by professionally trained Security guards.
6. The school requires twelve sentries & three supervisors (or more if required as requested by the school).

Dated:

(Signature of Proprietors)
of the firm with stamp

7. Without prejudice to the responsibility of the contactor as indicated above, the contactor shall in particular render the following service and make all arrangements incidental hereto:-

- (a) Check all visitors and regulate their entry as per visitor's time fixed by the school at the main gate.
- (b) Regulate all incoming and outgoing vehicles/personnel and maintain proper IN/OUT records.
- (c) Exercise command and control of all school buses (Army & civil Buses) at the time of arrival and departure ensuring full safety of children while boarding the bus. The supervisor along with staff will be physically present at both the time in Bus parking Area and make a record of the buses arrival and departure with strength of students travelling in each bus.
- (d) Prevent all children/students from going out during school hours except with written permission of the First Party.
- (e) To prevent fire accident in the school, ensure full serviceability of Fire Fighting Equipment and carry out fire fighting drills/practice once a quarter.
- (f) To carry out 24 hours effective surveillance against theft, burglary and sabotage by security guards. Agency will also undertake any other task allotted by the school in the interest of the Security of the premises of the school. Security Guard commander will check sealing, go around the entire building complex when office is closed after working hours. The keys will be held in key box. The safety and security of the estate including building and assets till next working day will be the responsibility of the Contractors/Dealers/Firm. The building will be opened by Caretaker at 0630 hrs on all working day in presence of Security Guard Supervisor. In case of any theft/loss/damage/tempering of seal, matter will be reported to Principal Army Public School Delhi Cantt immediately on phone.
- (g) To advise the school authorities of the necessity of such system as may be necessary to carry out the above activities.
- (h) Not allow any School Properties to be taken out of the gates without a valid Gate Pass from Manager/Principal only.

8. The contractor will provide professionally trained guards as per the request of Principal of APS Delhi Cantt.

9. The contractor will be responsible for payment for their emoluments and discipline and work of such person. In case of leave/known absence, proper relief will be provided. On no account, the personnel so appointed and recruited by the contractor will have any claim for appointment, continuous requirement of regularization etc against the school. However, number of guards can be increased as per the requirement of the school.

10. The contactor shall observe and comply with all legal obligations and provisions of various labour laws and law as applicable with respect to the guards by it, for security arrangement at the premises of the school. The school will have no obligations, except to the extent specifically provided.

11. The contractor will be responsible for the provisions and upkeep of uniform, deduction of contribution of provident fund and other liability as per existing Labour Laws applicable. Every month at the time of submission of the bills, a certificate incorporating the fact that the contactor has complied with minimum wages act and Employee Provident Fund Act is to be furnished. All necessary documentation as per laws is the responsibility of the contactor.

12. Any additional DA or minimum wages as and when increased by the Govt of NCT Delhi for daily wages staff will be paid to contactor per month. Deduction of Income Tax will be made at source in accordance with the existing instruction from Govt. No increase in service charges is permissible during the period of contract.

Dated:

(Signature of Proprietors)
of the firm with stamp

13. The contactor will deposit Security deposit of **Rs. 3,00,000/- (Rupees three lakhs only)** as security deposit with the school authorities. Same will be refunded (without any interest) after termination of contract in case not used to make up loss towards damage/mishandling.
14. In case the contractor's Guards are found indulging in any activity detrimental to the security of the school property and premises, the school wishes to change such guards forthwith and contractor shall do so. That the contractor may change any of the staff only under exceptional unavoidable circumstance and inform the school accordingly. Frequent changes of staff by the contactor are not acceptable to the school.
15. For any loss occurring in the area of responsibility of the school for which the contactor is held responsible, the liability of the contactor will be limited to book value of the loss so occurred with prior assessment of the auditors.
16. The supervisor/guard will be in proper uniform provided by the contractor. They will be smartly turned out when on duty.
17. If any supervisor/guard is found not performing his duty as per laid down charter, the school will have right to ask the contactor for a change. Further, if any guard is found absent from his place of duty without the knowledge of the school authorities or found sleeping on his duty, the school will have right to impose a **penalty of Rs 500/-** to be deducted from the monthly payment to the contractor each time an offence is committed.
18. The Principal APS Delhi Cantt may authorize any official of the school for checking the security persons at any time. The contactor shall ensure the duty register is put to the Principal/ES Army Public School Delhi cantt **everyday 0900** hrs along with School bus Arrival Report.
19. This agreement can be terminated by the Principal of Army Public School Delhi Cantt without giving any notice to the contractor on any of the following grounds:-
- (a) If there have been any breaches of any of the terms and conditions laid down herein on the part of the Second Party.
 - (b) If the contractor dies or becomes insolvent.
 - (c) If the school is closed down and moved out of present premises.
 - (d) If any of the services provided by the contractor are not found satisfactory in the opinion of the school.
 - (e) If any of the Security staff found involved in alcoholism, use of drugs and for any indecent behavior of the Security Guards towards female students, office staffs & parents.
 - (f) Any of the guard personnel on being convicted by civil/criminal court for any criminal offence.
20. On expiry of this agreement in normal course or on termination of contract as stipulated in clause 19 above, the contractor shall withdraw all his staff and shall vacate the school premises forthwith.
21. The agreement can be rescind by either party by giving one month notice. However, if the contactor withdraws the Security Service without such a due notice, the school shall have a right to forfeit the payment due to him and make good loss from security deposit of the contactor for engaging new contractor.
22. The contactor will abide by all the conditions laid down by the school authorities from time to time.
23. Should any occasion arise to add any additional clauses to this agreement, it shall be done only if both parties agree and signify their assent in writing on such agreement. The clause thus agreed and issued to contactor shall form part of this agreement. However any ruling by the Government will deem to have been applied on the contactor.

Dated:

(Signature of Proprietors)
of the firm with stamp

24. All disputes and differences arising between the parties hereto concerning the subject matter of this agreement in respect of either the interpretation effect of application of any if the above said provisions, or in regard to the right, duties or liabilities of the parties or in regard to the payment due to from the contractor for which he is liable under this agreement shall be referred for sole Arbitration to the Chairman School Managing Committee, APS Delhi Cantt whose decision thereon shall be final and binding on the both parties in all cases.

25. The contractor shall submit his monthly bill for the previous month on first day of next month, which shall be paid within 10-15 days after submission of bill of the following month A/C Payee Cheque. This shall be based on "BIOMETRIC ATTENDANCE" record authenticated by school representative as detailed by Principal APS DC.

26. The successful bidder with whom the school will enter into agreement for providing security services will submit the following legal document along with the tender duly attested:-

- (a) A photocopy of PAN No of said firm.
- (b) Photocopy of allotment of EPF code No by the PF authorities.
- (c) Photocopy of allotment of ESI code No by the ESI authorities.
- (d) List of persons with EPF & ESI code No employed for providing security service for APS Delhi Cantt.
- (e) Photocopy of EPF eligibility register, where the name of above staff and their EPF A/C No have been entered.
- (f) EPF eligibility Register in original to check the above Photocopy.
- (g) Nominal roll of security guards with their attested photographs, signature, thumb impression and proof of residence.

27. The contractor will ensure that following category persons are only employed as security guard/supervisor:-

- (a) Police clearance that no cases pending against the previous employed (submit documents).
- (b) All personnel employed will be educated who can read and write English.
- (c) The personnel employed for security duty by the contractor should have a Police Verification.**
- (d) Must be physically fit with soldierly bearing. Aged persons between 30 to 50 years of age will be employed. Eyesight must be (6/6 with/without glasses). Medical certificate of fitness from a registered medical practitioner to be submitted.**
- (e) The requirement of Security personnel can be increased / decreased at any time depending on the requirements.
- (f) Personnel employed should be adequately trained for performing the security duties. Refresher course/ security briefing by firm to be arranged for all security personnel once every quarter.
- (g) Personnel employed with previous contractor will not be employed again. Fresh will be employed.

28. The contractor shall comply with all statutory security requirements in respect of manpower engaged by the firm and school authorities shall not be a party to any dispute arising out of such deployment by the contractor.

29. No increase in service charge will be permissible however minimum wages etc will be increased as per rules of Govt in vogue.

Dated:

Company Seal

(Signature of Proprietors)
of the firm with stamp

**LIST OF DOCUMENT IS ATTACHED AS PER CHECK LIST OF
COMMERCIAL & TECHNICAL BIDS**

CHECK LIST- COMMERCIAL BID

Sr No	Particulars	Status
1.	Name of the firm	
2.	Date of Registration of the firm	
3.	GST Number	
4.	PAN No	
5.	ESI Acct No	
6.	EPF Acct No	
7.	Full Address including Tel/Fax Nos	
8.	Annual Turn Over (Attach of copy of Balance Sheet Audited by CA for FY 2019-20)	
9.	Details of Expertise & Experience in your service (attach documents)	
10.	Attach details of any other School or organization where similar service was provided by your firm in past.	

CHECK LIST- TECHNICAL BID

Sr No	Particulars	Status
1.	Name of the firm	
2.	Registration of the firm Proof & Validity	
3.	Proof of Address (Electricity bill/Landline Bill)	
4.	GST Number registration certificate	
5.	PAN No (Photocopy of PAN Number)	
6.	Mobile, Tele, FAX and email of firm	
7.	ESI Acct No (photocopy of last payment receipt)	
8.	EPF Acct No (photocopy of last payment receipt)	
9.	Full Address including Tel/Fax Nos (Photocopy of last payment of telephone & electricity connection bills)	
10.	Turnover Certificate from regd Chartered Accountant for past 3 year (minimum Turnover should be more than 10 lakh per year)	
11.	IT return filed past 2 years (2018-19 & 2019-20)	
12.	Proof of experience in similar service provided in educational institutions (attach copy of contract)	
13.	Satisfactory performance certificate from institution where such service provided	
14.	Tender Money (Original – DD Only)	
15.	EMD (Original – DD only)	
16.	PSARA Certificate of Delhi	

* Photocopy of proof is also attached with documents.