

TENDER COST = Rs 500/-

ARMY PUBLIC SCHOOL, DAGSHAI
DISTT- SOLAN (HP)

TENDER DOCUMENT OUTSOURCING OF SECURITY AND HOUSE KEEPING SERVICES : PART – II
(FINANCIAL BID) AS PER DETAILS ATTACHED AT APPX 'A'

TERMS AND CONDITIONS

1. The contractor shall provide security & housekeeping services of Gp 'D' staff to APS Dagshai as per the requirement of APS Dagshai. The security and housekeeping provided by contractor will be for duration (time table) as fixed by APS Dagshai from time to time.
2. This agreement will be for a period of one year the date of execution of this deed ie from 01 Apr 2024 to 31 Mar 2025. APS Dagshai shall, in the event of the contractor committing any breach of any of the terms and conditions of this agreement or if the services provided by the contractor is considered to be unsatisfactory by APS Dagshai or for any other reason considered by APS Dagshai as insufficient, be entitled to terminate this agreement by giving one month's notice in writing and the contractor shall not be entitled to any compensation in case of such termination. The contractor may also terminate this Agreement by giving two month's notice in writing to APS Dagshai.
3. **PAYMENT OF WAGES** Contractor will explain salary structure and EPF/ESI benefits to be given to individual employees by organizing interaction at school premises on commencement of contract. The contractor will pay wages as per nerrick rates promulgated by HP Govt and wages will be paid by 07th day of the following month failing which penalty of .5% will be imposed per day. The following will be ensured by agency providing outsourced manpower:-
 - (a) Where the employment of any security and house keeping services is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the date on which his employment is terminated.
 - (b) Each claim bill of the contractor must accompany details of security and housekeeping engaged, duration of their engagement/wage register /amount of wage paid/amount of EPF/ESI contributions and declaration from the contractor regarding compliance of the condition of EPF Act 1952. **The contractor will give EPF Statement of individual employees on quarterly basis and give its feedback to APS Dagshai. The contractor will hand over ESI cards of individual employees and give feedback to APS Dagshai in writing within one month of contract being signed. If contractor fails to provide ESI Card and EPF Statement of individual employee in due time, in that case, APS Dagshai will impose penalty on admin charges @ 10% (5% for ESI & 5% for EPF Statement) per month.**
 - (c) The contractor shall be responsible for providing all statutory benefits to the personnel employed by APS Dagshai including off day(s) after 6 days & holidays as per policy for outsourced employees, PF, ESI etc. & the documentary proof of the same has to be attached with each month's bill.
 - (d) The contractor shall be liable to make disbursement of payment among the its employees as per the approved final rates of this contract and submit the documentary proof of said disbursement of previous month along with the bill of next month. All payments will be made through bank.

(e). Number of required security and house keeping services of Gp 'D' staff may be increased/decreased during contract period as per the requirement of APS Dagshai. Contractor will firstly make payment of Gp 'D' employees employed by APS Dagshai as per approved wages by APS Dagshai. The payment will be made by APS Dagshai by cheque within 10 days after submitting the bills by contractor in the school. No Interest will be paid on late payment. The contractor will submit the monthly wages bill by 15th of every month along with verified employees details for payment.

(f) The wages fixed shall be at par with HP State of Minimum Wages Act. In case the HP State Govt. revises rates of minimum wages it will be acceptable to both the parties.

(g) Rent and allied charges for water electricity charges of outsourced employees living in accn allotted by school in school campus will be deducted at fixed rates by APS Dagshai from payment made to outsourced employees.

4. **LABOUR RECORDS** The contractor shall maintain a Register of employees employed on work on contract and same shall be submitted along with monthly bills for payment duly verified in all respects.

5 **Inspection of Books and Slips.** The contractor shall allow inspection of all the prescribed labour records to any of his manpower or to his agent at a convenient time and place after due notice is received or to the labour officer or any other person, authorized by the Central Government on his behalf for Submission of Returns. The contractor shall submit periodical return as may be specified from time to time.

6. **INSURANCE:** Without limiting any of the other obligations or liabilities the contractor shall at his own expense provides ESI facility to the entire manpower and issue medical cards.

7. **FORCE MAJEURE.** If at any time, during the continuance of this contract, the performance in whole or in part by either contractor or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods, Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events) neither contractor shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the APS Dagshai as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either contractor may, at his option, terminate the contract.

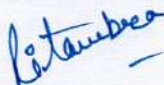
8. **UNIFORMS.** Two sets of uniforms will be given to outsourced employees by contractor through uniforms contractor of APS Dagshai. contractor will make direct payment to uniforms contractor of APS Dagshai and claim the same amount from APS Dagshai.

9. APS Dagshai shall give the watchmen's hut constructed on the gate of the said premises to the security guards and the said guards shall check all the vehicles and personnel entering into and going out of the said premises as per the instructions issued by the employer's representative from time to time and shall maintain proper record of the vehicles and personnel coming and going out of the school. Mobile phones of pers visiting academic block incl school faculty will be kept/deposited at security check post.

10. The contractor shall ensure that the manpower and security guards provided by it maintain perfect discipline and behavior and they shall not in any manner cause any interference, annoyance, nuisance to the management of APS Dagshai or its business or work or its officers/ employees/other contractors.

11. The contractor agrees and undertakes that the manpower and security services provided by the security guards shall be to the entire satisfaction of the APS Dagshai and APS Dagshai will make it clear to the man power and security guards that the latter are employees of the contractor and they shall have no claims against APS Dagshai and they shall not be liable to wages, salary, compensation and any statutory benefits due to the workers and security guards under the labour law and other legislation and the contractor shall be responsible for providing such amenities to its employees/security guards admissible under the law/rules/service conditions. Outsourced employees will not be part of any union.

12. The contractor will indemnify the APS Dagshai against any claim, loss, damage occurred, or caused to the due to willful acts or omissions or carelessness or negligence of the security guards/employees employed by the contractor, while on duty.
13. The contractor will obtain license, if any, required under the local or central laws for providing security services to the APS Dagshai.
14. The APS Dagshai shall be entitled to supervise the services provided by the contractor and if it finds that the conduct, behavior and performance of work of any of its employees and security guard is unsatisfactory, it may issue directions to the contractor to immediately recall the particular person and substitute him by another and the contractor shall comply with such directions issued by the contractor forthwith.
15. **The Contractor will detail a supervisor to frequently supervise & oversee the discipline and functioning of manpower and interact with APS Dagshai who will be on monthly salary of contractor. If an employee is absent, the contractor will provide additional manpower immediately.**
16. On expiry or earlier determination of this agreement, the contractor and the employees and security guards shall vacate the premises of APS Dagshai, without in any way causing any damage to the said premises and the school's property therein. **Security Deposit of contractor will be released after handing/taking over of the man power with related documents of each individual.**
17. In case of any dispute or difference arising between the parties under this agreement, the decision of Patron of APS Dagshai will be final and binding and the contractor will not be entitled to lodge any claim against the decision of the said authorities.
18. The stamp duty on this agreement and duplicate thereof shall be borne by the contractor. The original shall be retained by the APS Dagshai and the contractor shall retain the duplicate.
19. Unless otherwise agreed upon, the respective addresses for communication in respect of any matter relating to this agreement shall be in written.
20. The contractor will be required to deposit a sum of Rs 3,00,000/- (Rupees three lakh only) at the time of signing of contract as contractor security deposit. This deposit will be refundable without any interest there on after the successful completion of the contract period but is liable to be forfeited if the contract has to be terminated due to non-performance of the contract by contractor and contract will be awarded to next party.
21. TDS and sale tax as applicable under rules will be deducted from the bills of contractor.
22. The Agreement will remain valid from 01 Apr 2024 to 31 Mar 2025.
23. Disputes of any will be subjected to Distt Court Solan Only.
24. The tendering authority reserves the right to modify, reject or nullify any of the unsolicited offer, incomplete or partially completed and conditional tenders without assigning any reasons whatsoever
25. In case, you are interested, you may send your tender in sealed envelope to reach the school lasted by 25 Jan 2024.


Principal
APS Dagshai

ARMY PUBLIC SCHOOL DAGSHAI
FINANCIAL BID OF WAGES OF MAN POWER FOR FY 2024-25 (PART II)

Particular	Cook	Waiter	Masalchi	Helper	Ground Man	Peon/ Aya	Driver	Safai Karamchhari	Security Guard	Gate Keeper	Mali	MTS (Carpenters, Electricians & Masson)
Basic (As per minimum HP Govt wages rate for Financial Year 2024-25)												
Other Alice	3888	1055	824	1970	824	1970	4873	1597	2786	2944	1970	4873
Total A												
PF 13%												
ESI 3.25%												
Bonus 8.33%												
Total B												
Admin charges												
Uniform Alice												
Salary per month												

CALCULATION OF SALARY IN HAND FOR FY 2024-25

In Hand Salary	Cook	Waiter	Masalchi	Helper	Ground Man	Peon	Driver	Safai Karamchhari	Security Guard	Gate Keeper	MTS
Basic Wages											
Add - Other Alice											
Less : PF											
Less : ESI											
Add : Bonus											
Salary in Hand											

Signature of tenderer _____
 Name _____

Name & address of firm with seal
