

**ARMY PUBLIC SCHOOL SHILLONG  
LABASEE LINE, HAJIPUR ROAD,  
PO: UMLYNGKA, SHILLONG- 793005**



**TENDER DOCUMENT**

**FOR**

**OUTSOURCING SECURITY GUARDS, DRIVERS, PEONS AND CLEANING STAFF**

**AT ARMY PUBLIC SCHOOL SHILLONG, HAJIPUR ROAD, PO: UMLYNGKA,  
SHILLONG- 793005**

I accept the above conditions

(Seal and Signature of Contractor)

**TENDER NOTICE FOR SECURITY GUARDS, DRIVERS, PEONS AND CLEANERS AT  
ARMY PUBLIC SCHOOL SHILLONG, HAJIPIR ROAD,  
PO: UMLYNGKA, SHILLONG**

**I. Name of work :** Providing internal Security Guards, Drivers, Peons & Cleaners at Army Public School Shillong, Hajipir Road, Labasee Line, Shillong - 793005.

1. Time of contract : 24 months (Two Years).

2. Last date of receipt of tenders : **17/02/2023**. Sealed Tenders can be dropped at Tender Box kept at the school on or before the last date. Tenders can also be sent by registered/speed post. Date of opening of tender will be intimated later.

3. Tenders are invited for provision of security guards, drivers, peons & cleaners from experienced security & cleaning agencies for Army Public School Shillong, Hajipir Road, Labasee Line, Shillong – 793005 as per details given below :-

(a)	Security Guard	- 5 nos
(b)	Driver (School Bus/Eeco)	- 2 nos
(c)	Peon/Ayah	- 2 nos
(d)	Cleaners	- 7 nos

4. The eligible interested bidders may submit their bids in two bid format –Technical bid and Financial bid in two sealed covers one superscripted with “Technical Bid “and other with “Financial Bid”. Both covers shall be put in another sealed cover super scribing the envelope with “Tender for outsourcing security guards, drivers, peons & cleaners at Army Public School Shillong” The contents to be included in the Technical bid are given in **Annexure A**. The financial bid must be submitted in the format given in **Annexure B**.

5. The tender document may be obtained from the School Office on payment of Rs. 1000/-. The tender document can also be downloaded from the school website <https://apsshillong.in/> However, an amount of Rs. 1000/- in the form of demand draft in favour of Army Public School Shillong payable at Shillong must be submitted along with the sealed tender document.

6. Army Public School Shillong reserves the right to obtain clarification / additional information from the bidders.

7. Army Public School Shillong reserves the right to accept or reject any or all the offers without assigning any reasons, whatsoever and may not seek any services from any vendor as a consequence of the advertisement.

8. Tenders not submitted in proper form or in due time will be rejected.

9. The agencies are advised to visit the work site to understand the nature of work / quantum of work in its true perspective to avoid any mis-understanding.

**II. PRE- QUALIFICATION CRITERIA:**

1. The agencies should be an incorporated entity.

2. Should have experience of successfully completed similar works during the last three years.

3. The agency should be registered with EPFO and ESI, Service Tax and other statutory bodies.

4. The agency should not have been black listed by any Government/ Semi Government or any other organization.

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### III. SCOPE OF WORK

1. The requirement is for provision of outsourcing security guards, drivers, peons & cleaners for Army Public School Shillong, Hajjipir Road, Labasee Lines, PO-Umlyngka Shillong are as given below:

#### **Security Service**

- (a) Security Service includes school campus, parking area and the surrounding area of the plot. The service includes protection of all movable and immovable assets, perimeter protection, prevention of unauthorized intrusion of personnel and material, regulating entry and exit of persons with respect to the area surrounding the premises proposed to be secured and under surveillance and guarding.
- (b) The security personnel are expected to be deployed on the date that will be informed after awarding the tender. The security personnel shall be deployed in 3 shifts of 08 hours each. Double shift for any of the security personnel will not be permitted under any circumstances. In case such deployment is noticed, it will be viewed seriously and may result in the termination of the contract. The security personnel shall be rotated from one shift to another at proper frequency. The agency shall follow all the statutory laws / labour laws. However, it will be the responsibility of the agency to provide replacements and ensure uninterrupted security services on all days and on 24 x 7 basis.

#### **Cleaning Service/Group D Staff/Driver**

- (a) The Cleaning Service including parking area and the surrounding area of the plot from 07 am to 04 pm (includes 1 hour break in between).
- (b) Items of work to be done generally daily.
- (c) Sweeping of entire areas of the building and collection of all waste material and its disposal as per instructions of the In charge of this Office.
- (d) Cleaning of the floor area with wet floor dusters and detergents. Disinfectables and other cleaning materials as necessitated shall be provided in sufficient quantity from the School. The cleanliness operation shall be completed once in the morning before opening of the School and thereafter every 2 hourly specially in the area like corridors, reception etc. Spray of Room Freshener in the rooms etc. is obligatory.
- (e) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon.
- (f) Cleaning of carpets on floors as per site requirements/ as ordered by the Incharge of this Office.
- (g) Regular dusting/cleaning of Desks, Benches, office furniture (table and chairs) and equipments, telephones, book cases, filing cabinets, computers, photocopier machines, fax machine, printers, almirahs, doors, windows, etc. before opening of the school (07:00 am) everyday.
- (h) To maintain cleanliness of all rooms/Halls, laboratories, library, bathrooms, toilets, wash basins, corridors, staircase, etc
- (i) Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
- (j) Keeping the drains around the building clean and clear from choking.

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- (k) Cleaning and maintenance staff should be present from 7 A.M. to 4 P.M.
- (l) Maintain cleanliness around the School building.
- (m) Driver for School Bus and Maruti Eeco.

**2. Items of work to be done generally once in a week:**

- (a) Washing and scrubbing of floor areas with detergents and dirt/spots removing agents.
- (b) Acid cleaning of sanitary wares without damaging their shine/luster.
- (c) Removing of stains from floor, doors and partitions etc. by using surf or any suitable detergents, without leaving undesirable spots/cleaning marks.
- (d) Cleaning the filled surface in the corridors and stair cases.
- (e) Polishing of name plates and number plates with brasso and cleaning of all other name plates/boards.

3. While selecting the vendors, emphasis will be given on ability and competency in rendering good quality services and ability to promptly provide replacement of absent/ deficient Security guards, Drivers, Peon & Cleaners.

4. The bidders / vendors who meet all the eligibility criteria and terms and conditions in all respects should submit their tenders.

5. The number of security guards & other staff indicated above is provisional and the numbers may be increased or decreased at the discretion of the School.

6. The agency should have sufficient pool of trained / experienced reserve manpower to provide un-interrupted services during the period of the contract. The agency shall provide proper relievers for the personal deployed in the School. The security posts shall not be left unattended at any point of time, whatsoever.

7. An authorized official of the security agency shall make rounds and check his security guards and all others staff at least once a week or as directed by the School and make an entry in the register maintained for it along with company seal.

8. It shall be contractor's sole responsibility to protect the public and his employees against accident from any cause and provide required safety equipments and shall indemnify, the company against any claims for damages for injury to the person or property resulting from any such accidents and shall, where the provisions of the workmen's compensation act apply, take steps to properly insure against any claims there under.

9. Army Public School Shillong reserves the right to modify/ append or delete any clause without giving any notice.

**IV. OBLIGATIONS TOWARDS STATUTORY LIABILITIES**

1. All statutory requirements under Minimum Wages Act 1948 Payment of Wages Act 1936 Workmen Compensation Act 1923, EPF Act 1952, Payment of Gratuity Act 1972 ESI Act, 1948, the Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the service provider.

2. Service provider shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.

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3. Service provider shall ensure payment of statutory prescribed minimum wages as applicable from time to time in the presence of authorized representative of the School and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities /Service Tax authorities.
4. Service provider shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No / Card of each employees.
5. Service provider shall produce proof of deductions as well as remittances of PF, Service Tax Payments and administrative charges etc., wherever applicable and shall maintain proper records. Service provider to issue wage slips to his employees.
6. Service provider shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to the School.
7. Service provider shall be solely responsible for non-payment / delayed payment of wages under EPF, Service Tax and other statutory liabilities.
8. In case the service provider fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by the School to discharge the liability of the service provider.
9. Service provider shall indemnify the School against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
10. The liability for any compensation on account of injury sustained by an employee of the service provider will be exclusively that of the service provider.
11. Service provider to obtain insurance cover for his employees / equipment, tools and tackles etc and take third party risk insurance coverage at his own cost. The School shall not be responsible for any loss, damage pilferage of his property and / or his employees.
12. Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under the ID Act will be the sole responsibility of the service provider.
13. Over and above the daily wage rate, payment shall be made for leave with wages.

**V. DUTIES OF THE SECURITY GUARDS:**

1. The personnel engaged ought to be polite yet firm, disciplined, physically fit and alert, smartly dressed in uniform.
2. They should conduct themselves in a fit manner before distinguished visitors, VIPs and Officers.
3. They should check control and restrict entries to students/staff/ workers/ authorized personnel of the School and others by valid passes or searching if required and movement of vehicles and incoming / outgoing materials( with gate passes/ challans) and time keeping.
4. Maintain strict security of the men, material and premises. They will be entirely responsible for thefts of easily movable items like bathroom fittings, fans, exhaust fans, telephone instruments, fire extinguishers, IT equipments and all other moveable school properties.
5. They will not leave the place of duty under any circumstances until and unless properly relieved.

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6. Alert the staff on duty in case of fire and assist in fire fighting operations if necessary.
7. Should watch out for any unidentified / unclaimed / suspicious objects persons in the buildings/ premises.
8. Should stand by the School in case of any dharnas/ strikes / bandh calls etc. and attend to the security of the students & staff of the School.

#### VI. MAJOR TERMS OF AGREEMENT:

1. **Period of agreement** : The agreement is usually for 2 years, based on the performance and other factors. The agency would have to undertake to employ and provide the requisite number of trained personnel for the service. And also be responsible for payment of their emoluments and dues, discipline and work and compliance of all local, State and Central laws in this regard. Preference may be given to ex- servicemen with at least 50 % of the personnel, if ex- servicemen are not available, the agency should ensure that the persons engaged are of highest standards of integrity, discipline and capability.
2. The entire responsibility for taking security measures & cleaning services of the said building /premises is of the agency and the School will not be liable to pay anything for the loss of material or manpower during the period of the contract. The agency will be responsible for any loss of property etc., for the negligence of the persons employed by it including the civil and criminal liability arising from the acts of its personnel and the School will not be responsible for such acts under any circumstances.
3. The School on its part shall not be liable to pay any charges, dues compensation under any of the industrial laws or other laws applicable to the security personnel & cleaning staff which shall be the sole responsibility of the agency and the agency alone shall be the employer of such personnel. The security & cleaning agency would ensure that the personnel deployed by it in the School would not be entitled at any point of time of their service with the Agency to claim employment in the School in any circumstances whatsoever.
4. **Terms of payment** : The School shall pay the agreed amount to the agency on monthly basis after completion of the month. In case the work is found unsatisfactory, part of the payment will be withheld and the amount will be released subsequently only after satisfactory performance for a continuous period as deemed fit. The agency will submit a certificate on its letterhead each month that they have paid to their employees wages for the previous month as per latest government laws / regulations and remitted the ESIC ,Service Tax and EPF and other statutory remittances / contributions accordingly.
5. **Performance Security Deposit** : The successful bidder will have to deposit 5% to 10% as performance security deposit, before commencement of services. The Performance Security deposit will be refunded after completion of the contract period after recovery of dues if any from the agency and no dues will be pending on contractor.
6. **Decisions relating to the contract** : The decision of the competent authority of the School in all matters of the contract shall be final and binding on both the parties – the School and the agency.
7. **Fitness of staff:** The agency will employ and provide the requisite number of trained security staff, Drivers, Peon & Cleaning staff not below the age of 18 years and not over the age of 60 years who are medically and physically fit for the job. The agency will also ensure that all the workers are free from any infectious diseases before deployment for work. The security personnel must also be professional.
8. The antecedents of all the security personnel, drivers, peon & cleaning staff shall be got verified from the police by the agency before deployment for work at the agency's own cost. The School reserves the right to any verification (including police verification) independently and the agency shall provide full cooperation.

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9. **Uniform** : The agency shall provide the security personnel, drivers, peons & cleaning staff with functional uniforms & laminated ID cards. The agency shall provide the security personnel with equipment like whistles, proper shoes, torches and other security accessories.
10. **Discipline** : The security personnel will conduct themselves with utmost discipline. In case any of the personnel is found unfit by the School, he has to be replaced by the security agency immediately.
11. **Other requirements** : Insurance accident risks of the security personnel & cleaning staff will be the responsibility of the agency. The agency will ensure that proper license / permission from the concerned authorities wherever applicable have been obtained. The agency will ensure that all its security personnel must have first aid training, fire safety training and adequate security duty before deployment for work.
12. **Recovery** : The School shall have the right to impose cash penalty on the agency or deduct such amounts from its security deposit in case of default by security staff or breach in performance or if the School is put to any financial loss directly or indirectly by any act of commission or omission on the part of the security agency or its employees.
13. The contract can be terminated by either party by giving one month notice without being mandatory to assigning any reason.
14. The agency shall maintain all information obtained by it and / or provided by the School during the actual security work as strictly confidential.
15. The agencies are advised to visit the work site to understand the nature of the work / quantum of work in its true perspective.

Sd/-  
(PRINCIPAL)  
ARMY PUBLIC SCHOOL SHILLONG

I accept the above conditions

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**ANNEXURE A**

**TENDER FOR OUTSOURCING OF SECURITY GUARDS, DRIVERS, PEONS  
AND CLEANERS**

**TECHNICAL BID**

1. Name of the agency
2. Address (With Tel. No. & FAX No)
3. Name & Address of the proprietor/partners/Directors (With Mobile Numbers)
4. Contact person(s) (With mobile Numbers)
5. Names of personnel who are to head the Security & Cleaning arrangements for the School.
6. No. of years of experience in providing security, cleaning services & Other group D including drivers. (along with certificates of good performance )
7. Permanent Account Number (PAN)/GST
8. Details of EPF / ESIC and Service Tax registration numbers
9. List of present clients relating to Government Departments
10. Details of legal disputes if any.
11. Any other information

**DECLARATION**

I / We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I / We understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the School in future. I / We convey our unconditional acceptance of the major terms and conditions as mentioned in the tender document.

It is also understood that the Security Guards, Drivers, Peons & Cleaners would be the employees of the agency and not of the School. I / We will comply with all statutory requirements and there is no violation of all applicable laws in relation to the Cleaners, Drivers Peons & Security personnel that we employ.

**(Signature of Authorized Signatory with date)**

I accept the above conditions

(Seal and Signature of Contractor)



**ANNEXURE B**

**TENDER FOR SECURITY GUARDS, DRIVERS, PEONS & CLEANERS  
FINANCIAL BID DOCUMENT**

1. Name of the party
2. Address (with Tele. No. & Fax No.)
3. Name & Address of the Proprietor/ Partners/Directors (With Mobile Numbers)
4. The cost of providing security guards, drivers, peons & cleaners per month as per scope of work in the tender document.

**Security Service**

**Sl. No.**

**Name and address of the premises**

**Number of security personnel to be deployed**

**Rate for one security personnel including taxes/ levy etc.**

**TOTAL Remarks if any**

**Total Monthly charges for Security services:**

**Add: any other charges if required**

**Sub Total:**

**Service Tax (not applicable for APS Shillong).**

**Detailed break up shall be enclosed with regard to the statutory liabilities. Grand Total: (Rupees only)**

**Drivers**

**Sl. No.**

**Name and address of the premises**

**Number of drivers to be deployed**

**Rate for one driver including taxes/ levy etc.**

**TOTAL Remarks if any**

**Total Monthly charges for drivers:**

**Add: any other charges if required**

**Sub Total:**

**Service Tax (not applicable for APS Shillong).**

**Detailed break up shall be enclosed with regard to the statutory liabilities. Grand Total: (Rupees only)**

I accept the above conditions

(Seal and Signature of Contractor)

**Cleaners/Peons**

Sl. No.

Name and address of the premises

Number of cleaners/peons to be deployed

Rate for one personnel including taxes/ levy etc.

TOTAL          Remarks if any

Total Monthly charges for cleaning service/Gp D

Staff:

Add: any other charges if required

Sub Total:

Service Tax (not applicable for APS Shillong).

Detailed break up shall be enclosed with regard to the statutory liabilities. Grand Total: (Rupees only)

**DECLARATION**

I / We understand that the above payment would be made on monthly basis.

I / We understand and agree that all taxes would be deducted at source at the applicable rates while making the payments.

I/We confirm that we shall, if selected / appointed furnish performance security deposit @ 5% to 10% of the total cost of contract within one week of being selected/ appointed.

I / We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted.

**Signature of Authorized Signatory with date**

I accept the above conditions

(Seal and Signature of Contractor)