

TENDER FORM : TECHNICAL BID FOR PROVIDING SECURITY SERVICES TO ARMY PUBLIC SCHOOL, AMBALA CANTT

1. **Name of Firm /Agency providing Security Services, with full address and tele No** : _____

Tele No _____

2. Dealers/Contractors are requested to furnish the **self attested copy of following documents:-**

- (a) Registration of firm for providing security service.
- (b) Registration for EPF
- (c) Registration for ESIC
- (d) GST No
- (e) PAN No

3. **Technical and Commercial Bids to be submitted in separate envelops duly marked on the top as "TECHNICAL BID" and "COMMERCIAL BID" separately. Both the envelops to be put in a large envelop duly marked on the top as "TENDER FORM FOR PROVIDING SECURITY SERVICES". The tenders are to be deposited in the tender box kept at Reception at Army Public School, Ambala Cantt (Main Wing).**

4. **"Commercial Bid" shall be opened only of the bidders who are found eligible in "Technical Bid".**

5. Last date of receipt of sealed tenders duly completed is 17 Jul 2024 by 1100h and the tender will be opened on 18 Jul 2024 at 1100 hrs.

6. Contract will commence from 01 Sep 2024 for 11 months only.

Dated: Jul 2024

(Sig of Rep/Prop alongwith stamp)

COMMERCIAL BIDTENDER FORM : COMMERCIAL BID FOR PROVIDING SECURITY SERVICES TO ARMY PUBLIC SCHOOL, AMBALA CANTT

1. Name of Firm /Agency providing Security Services, with full address and tele No _____
2. Rates to be charged :-
 (a) Per Security Guard per month _____
 (b) Per Security Supervisor per month _____
3. I/We understand that :-
 (a) The rates quoted are for 11 months and the contract will be for 11 months only from the date of execution of the contract i.e 01 Sep 2024.
 (b) The Security Guards/Supervisor will be increased/decreased according to the requirement of the school.
 (c) The security guards so provided should have following eligibility criteria:-
 (i) Preferably Ex-Servicemen in the age group of 35 to 50 years.
 (ii) Physically and medically fit to perform the duties effectively.
 (iii) Should have smart bearing and be security conscious.
 (iv) Well behaved and smartly dressed. The Gd/Supvr will be in possession of min two sets of Uniform as prescribed and the same to be provided by the Contractor.
 (v) The uniform will be approved by the School Authorities.
 (vi) Guard Supvr and guards should be trained in use of Fire Equipment and First Aid.
 (vii) At least two guards to know driving of Light Vehicle (one each in morning afternoon shift).
 (viii) Trained in rescue operations in case of natural calamity/accident.
 (d) On award and before the commencement of contract, a sum of Rs 1,00,000/- will be deposited with the school as refundable security.
 (e) I/We will not permit the security guard/supvr to perform the duties beyond 8 hours in a day.
 (f) Guards/Supvr found unfit for duties by the School Management will be changed by the firm/ agency providing security services.
 (g) The firm/ agency providing security services will be responsible for any theft/damage to the school property including school building stores and eqpt etc on acct of lapse of the security guard/supvr.
 (h) The security agency/firm will provide a LCD Monitor in the Guard Room to monitor CCTV footage by the guards after school closing hours.
 (j) Night security guards will be provided flash lights and batons by the security provider.
 (k) The guard on duty will ensure that all offices, class rooms and stores are closed and locked during close hours of the school and at night. They will ensure that all the windows are also closed accordingly. They will ensure that all lights and fans are switched off during off hours of the school. Security lights will be switched on during night hours.
 (l) All other terms and conditions as may be laid down by the School Management Committee related to security guard will be acceptable to me/us.
 (m) Providing EPF and ESIC cover etc as applicable will be the responsibility of firm/agency.
 (n) The guard/supvr does not become an employee of the school by virtue of his deployment as security guard in the campus.
4. Earnest money Rs 15,000/- to be deposited with school through DD/Cheque. In case the L1 agency does not come forward for negotiation or withdraws within three months after the allotment of contract the earnest money of Rs 15,000/- and security deposit of Rs 1,00,000/- will stand forfeited.

5. Last date of receipt of sealed tenders duly completed is 17 Jul 2024 (1300 Hrs) and will be opened on 18 Jul 2024 at 1100 hrs.

6. The management reserves the right to reject any tender without assigning any reason and decision of this institution will be final and binding.

7. Number of Security Guards will be as per reqmt (12 to 16) excluding one Security Supervisor.

NOTE :- THE SALARY OF SECURITY GUARDS/SECURITY SUPERVISOR SHOULD BE QUOTED GIVING BREAK DOWN OF CALCULATION OF SALARY IN TERMS OF NERRICK RATES OF WAGES, EPF, ESIC AND ANY OTHER HEAD.

Dated : Jul 2024

(Sig of Rep/Prop alongwith stamp)