

The Times of India
Tuesday, September 10, 2024.

ARMY PUBLIC SCHOOL
SP Marg, Near Topkhana Bazar, Lucknow Cantt-226002
English Medium Senior Secondary School (Affiliated to CBSE)
Mob: 8795579555, E-mail-apsspmarglko@gmail.com

1. The School invites Tenders from eligible Firms for House Keeping & Security Guards on outsourcing.
2. Details are available on School website www.apsspmlko.com
3. Last date of submission of tender is 24 Sep 2024

PRINCIPAL

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कार्यालय अधीक्षण अभियन्ता

Tele: 6930 (Mil)
8795579555 (Civ)

Army Public School
Sardar Patel Marg
Near Topkhana Bazar
Lucknow Cantt - 226 002

146/Outsourcing 2024-25/APS

09 Sep 2024

**TENDER NOTICE : OUTSOURCING OF GROUP D EMPLOYEES AND
SECURITY GUARDS FOR THE SCHOOL FROM CIVIL AGENCIES**

1. Army Public School, Sardar Patel Marg, Near Topkhana Bazar Lucknow Cantt-226002 invites sealed tenders under Two bids system from the eligible agencies for providing the services of Security Staff and Group D (House Keeping) on outsource basis. The last date for receipt of bids will be 14 days from the date of publication of tender notice ie on **10 Sep 2024**. The technical bid will be opened on **25 Sep 2024 at 1000 Hrs**. Relevant tender document containing detailed terms and conditions can be downloaded from the School website www.apsspmarglko@gmail.com.

ELIIGIBILITY:

2. Sealed tenders in conformity with the tender call notice are invited by Army Public School, Sardar Patel Marg, Near Topkhana Bazar Lucknow Cantt-226002, from eligible service provider Agencies/Firms for outsourcing of manpower & Security Guards. The agencies should have all relevant valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESIC Registration and PAN Card, and have experience in a similar line of business for more than 5 years towards outsourcing the services of Manpower. The service providers should have local Office at Lucknow to ensure satisfactory fulfillment of contractual obligations.

3. The Service Provider Agencies/Firms should have good track record, proof of qualified manpower and relevant experience. They should produce satisfactory work completion certificate of appropriate value of work alongwith proof of compliance to relevant statutory provisions from previous clients and a net profit for a minimum of three preceding year.

GENERAL INSTRUCTIONS

4. The tender document can be obtained from the School at **Rs. 500/-** (Rupees five hundred only) towards the cost of tender document is to be deposited in the form of demand draft drawn in favour of "Principal, APS, SP Marg, Lucknow payable at Lucknow". The technical Bid document should also be accompanied by the EMD of Rs 10,000/- (Rupees ten thousand only) in the form of a demand draft draw in favour of "Principal, APS, SP Marg, Lucknow" payable at Lucknow.

4. The tenders should be submitted in two sealed covers as indicated below:-

(a) The first sealed covershould be super-scribed "Technical Bid" and should contain

- (i) Checklist of documents submitted (**Annexure-I**).
- (ii) Proforma for Tech Bid (**Annexure-II**).
- (iii) Agency profile including details of previous experience of manpower supply to Government/Semi Government/Autonomous Agencies.





- (ii) Acceptance of terms and conditions there under.
- (iii) Demand Draft for Earnest Money Deposit.
- (iv) Demand Draft towards the cost of Tender document.
- (v) Any other required relevant documents.

(b) The second sealed envelope super-scribed, "Financial Bid" should contain only rates at Which manpower (for each category) will be provided (**Annexure-III**). Any overwriting/ correction in Financial Bid will be rejected.

(c) Both the sealed covers should be placed in the main sealed envelope super-scribed Tender for Outsourcing the services of Group D Employee including House Keeping & Security Guards latest by **1200 hrs on 24 Sep 2024**. The Technical Bids shall be opened on **25 Sep 2024 at 1000 Hrs**. Those who qualify in Tech Bid, then Final Bid to be opened in presence of the Vendors/Contractors or their authorized representatives is allowed to be present.

5. Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.

6. The Board of Officers will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be eligible for financial bid opening.

7. The bidders are required to submit self-attested copies of all supporting documents including valid Registration Certificate, EPF Registration, ESIC Registration and PAN Card etc., along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection. All original documents/ certificate/licenses will be produced for verification when desired by School authorities.

8. Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection.

9. The rates for different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government contract Labour (R&A) Act- 1970 and the Minimum Wages Act 1948.

10. Adherence to Labour Laws/Rules: The firm/contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Government of Uttar Pradesh from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970. The payment of wages by the contractor to its employees shall be made by **ECS** only and a certificate in the Firm's letter head be furnished to this School every month alongwith a copy of the Acquaintance Roll duly signed by the concerned employees, in confirmation of payment of minimum wages/agreed salary and compliance of Labour Laws etc. in each case.

11. The rate of wages, statutory dues and other allowances etc. under the labour law and other laws payable by the employer (the bidder) should be indicated in detail.

12. The bidders are required to quote their rates both in words and figures and put their Signature, they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection and in such cases, the tender cost shall not be returned to the tenderer(s).

13. Financial Bids, to be attached as **Annexure III**.
14. **Tie Cases.** Tie Cases will be dealt through lottery selection system, if arises during tender process. The winner of the lottery system will be awarded the contract subject to approval by Competent Authority.
15. The bidders while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document. Conditional tenders will not be accepted under any circumstances by the Department.
16. (a) **The tender is liable to be rejected, inter-alia:**
- (i) If it is not in conformity with the instructions mentioned in the tender paper.
 - (ii) If it is not properly signed by the bidder.
 - (iii) If it is received after the expiry of the due date and time.
 - (iv) If it is not accompanied by other requisite documents.
 - (v) A list of manpower available with the firm with qualification must be enclosed along with the tender papers.
- (b) **This office reserves the right to:**
- (i) Accept / Reject any of the tender in full or part thereof.
 - (ii) Revise the requirement of manpower at the time of placing the order.
 - (iii) Modify, relax or waive any of the conditions stipulated in the tender specification, Wherever deemed necessary.
17. Minimum qualification required of supporting staff/Security Guards is at Annexure IV.



Seema Tara

(Ms Seema Tara)
Principal
APS, SP Marg, Lucknow

GENERAL CONDITIONS OF CONTRACT

1. The manpower will have to be supplied by the agency within 07 days of award of contract.
2. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
3. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Before deployment, the character and antecedents of persons will be verified by the Service Provider through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the School for any reasons immediately on receipt of such a request. A certificate to this effect should be submitted in the form of an Affidavit.
4. The service provider shall engage necessary persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category, as required by this School from time to time. The deployment of personnel is to be on monthly basis. The deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any Rules including and weekly off days, as per Labour Laws.
5. There is no Master and Servant relationship between the employees of the service provider and this School.
6. The service provider's person shall not claim any benefit/compensation/ absorption/ regularization of services from/in this School under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this School.
7. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as of confidential/secret nature.
8. The service provider's personnel should be polite, cordial, positive and efficient and follow official decorum and formal dress code while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this School. The decision of the Officer-in- charge on any matter arising under the clause shall be final and binding on the agency.
9. That the persons engaged shall not be below and over the age as mention in Govt / Labor Law. and they shall not interfere with the duties of the employees of this office.
10. The functional control over the personnel deployed by the Agency will rest with this School and the disciplinary/administrative/Technical control will be with the Agency.



11. This office may require the service provider to dismiss or remove from the work place, any person or persons, employed by the service provider, who may be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this School because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
12. The service provider has to provide Photo Identity Cards to the persons employed for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
13. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
14. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESIC Act etc. and this School shall not incur any liability or any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will be required to provide particulars of EPF & ESIC of its employees engaged in this office. The Agency will comply with all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
15. Subject to terms of this document, no variation in or modification of the terms of contract shall be made except by written amendment.
16. The service provider shall ensure proper conduct of his person in School premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
17. The service provider will submit the bill in respect of a particular month in the first week of the succeeding month. The payment will be released within a week from the date of submission of claim, complete in all respects such as dated Acquaintance roll, certificate given by the Officer In-Charge regarding attendance and production of documentary evidence towards P.F./ESIC/ Service tax in respect of its staff for the previous month. Tax if any shall be deducted at source as per the relevant Act.
18. The service provider will not charge any kind of administrative/registration charge/ service charge from the deputed personnel.
19. The service provider will also give undertaking they will not adopt any malpractices at any stage of bidding/execution.
20. In no case salary/wage payment to the deployed personnel would be correlated with the monthly bill/claim of the contractor, which are to be done/processed (or pending for payment) by the School i.e., if payment of contractor bill/claim is pending with School due to unforeseen circumstances, the contractor will have to make payment of monthly wages to his deployed supporting staff in this School and will not have any right to stop/withheld the salary/wage payment of deployed supporting staff in this School.



21.. Payments to the service provider would be strictly on the basis of certification by the officer with whom the personnel is attached that his services are satisfactory and attendance as per the bill preferred by the service provider.

22. No wage/remuneration will be paid to deployed persons for the days of absence from duty. All the supporting staff deployed in this School will be paid their wages on monthly basis (By ESIC only) by the Company/Firm/Agency and the photocopies of salary slip will be submitted in this School.

23. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this School.

24. The service provider shall provide a substitute well in advance if there is any probability of any person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

25. The service provider shall be contactable at all times and messages sent by phone /email/fax/ special messenger from this School shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the School in fulfillment of the contract from time to time.

26. The School shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

27. If the School suffers any loss or damage on account of negligence, default or their on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this School will in no way be responsible for it or any other clause mentioned above.

28. The School office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

29. The service provider shall engage the necessary person(s) as required by the School from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary and other dues every month and thereafter claim reimbursement from the School.

30. Working hours would be normally 8 hours per day from 6.30 a.m. including half hour lunch break during working days. However, the concerned person may have to work beyond office hours, if there is any urgency that will be informed in advance and their timing will be adjusted accordingly. The persons deployed shall be punctual and shall abide by the rules of the School in this regard.

31. The personnel may be called on Sundays and other Gazetted holidays, if required, One weekly off will be ensured while calling on Sunday/ Gazetted holidays.



32. Escalation clause will not be accepted on any grounds during the period the contract is in force.

33. The claims in bills regarding Employees State Insurance, Provident Fund etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the School.

34. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the Department.

35. The successful bidder shall furnish a security deposit of 5% (Five Percent) of the total payment of the year in the form of an account payee demand draft drawn in favour of the "**Principal, APS, SP Marg**" payable in Lucknow from a nationalized/commercial bank or Bank Guarantee from a nationalized commercial bank in an acceptable form safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.

36. The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on these terms and conditions on Rs. 100/- non judicial stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of one year commencing from the deployment of personnel to this School and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the contract period. Any statutory increase in wages/DA etc. is to be absorbed by the service provider. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency and such amendments as mutually agreed to.

37. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this School.

38. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the Service Provider from the School shall be forfeited.

39. If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procurer in writing of the fact of the delay, its likely duration and its cause(s).

40. As soon as practicable after receipt of the Service Provider's notice, the Procurer shall evaluate the situation and may, at its discretion, extend the Service Provider's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.



41. Except as provided under terms of this document, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of penalty in terms of this document, unless an extension of time is agreed upon the application of penalty clause in terms of this document.

42. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

43. Any dispute arising out of the contract shall be settled within the jurisdiction of Lucknow.

44. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.

45. That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.

46. Subject to terms of this document, if the Service Provider fails to perform the Services within the period(s) specified in the Contract, the Procurer shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to is 1% per week and the maximum deduction Rs 10% of the contract price, after which the contract is liable for termination at Service Provider's cost, in case of additional expenditure in procurement or unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the Percentage specified above. Once the maximum is reached, the School may consider termination of the Contract.

47. The School may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or part:

- (a) If the Service Provider fails to perform the services within the period(s) specified in the order, or within any extension thereof granted by the School; or
- (b) If the Service Provider fails to perform any other obligation(s) under the Contract.
- (c) If the Service Provider, in the judgment of the School has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

48. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the School either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Service Provider shall promptly notify the School in writing of such conditions and the cause thereof. Unless otherwise directed by the School in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.



49. The School may at any time terminate the Contract by giving written notice to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the School.

50. The School and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the School and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. The dispute shall be referred to the Chairman, APS, SP Marg, Lucknow and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.



Jeematare
Principal
Army Public School
SP Marg, Lucknow

CHECKLIST OF DOCUMENTS SUBMITTED
(EACH DOCUMENTS SUBMITTED BY FIRM /VENDOR TO BE STAMPED AND SIGNS)

Sl. No.	Documents to be submitted	Submitted	Not Submitted	Remarks
1.	Cost of tender document Rs. 500.00 (non refundable)			DD No Date
2.	EMD of Rs. 10,000.00 (Refundable)			DD No Date
3.	Copy of Registration of firms			
4.	Copy of Registration certificate of EPF			
5.	Copy of Registration Certificate of ESIC			
6.	Copy of Labour license			
7.	PSARA License			
8.	GST No			
9.	UDYAM Registration Cert (If applicable)			
10.	Last three years IT Returns or Company balance sheet/turnover audited by CA.			
11.	Copy of PAN/TAN Card			
12.	List of clients indicating quantum of work executed satisfactorily with them			
13.	Proof of experience			
14.	Last 3 years audited statement from Chartered Accountant			
15.	Proof of compliance with relevant statutory provisions with previous clients			
16.	Agency Profile			



Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

PROFORMA FOR TECHNICAL BID

S. No	Particulars	To be filled by the tenderer
1.	Name and date of establishment of agency (attach documentary proof).	
2.	Detailed office address of the Agency with Office Telephone Number, and Mobile Number and name of the contact person.	
3.	GST Registration Number (attach documentary proof).	
4.	PAN/TAN Number (attach documentary proof).	
5.	Last three years IT Returns or Company balance sheet/turnover audited by CA. (attach documentary proof).	
6.	Labour License Number (attach documentary proof). Note :- Number of Labour/ Manpower auth by sanctioning auth to be mentioned.	
7.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed).	
8.	EPF Registration Number of the firm (attach documentary proof).	
9.	ESIC Registration Number of the firm (attach documentary proof).	
10.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India.	
11.	Proof of Experience in dealing with Govt Departments and other clients (indicate the names of the Departments and years of dealing with those Departments and attach copies of Supply Order / Contract given to the agency).	
12.	Satisfactory work done certificate, compliance with all relevant statutory provisions during execution of the contract, etc at least 3 year.	
13.	Whether any show cause notice was ever issued by the Office of the Labour Mission Directorate or any Government Agency? If so, details thereof (please attach the copies of communications, if any).	
14.	Whether the undertaking regarding acceptance of the terms and conditions of the Tender have been duly signed, in token of acceptance of the same, is attached.	

Note :- Due relaxation to MSMEs & Startups will be given as per policy / Guideline of the Govt.



Signature of the Tenderer with Seal

Name: Designation:

Address:

Phone No.:

FINANCIAL BID

To,

The Principal
Army Public School, SP Marg
Near Topkhana Bazar
Lucknow Cantt-226002

Subject: OUTSOURCING OF GROUP D EMPLOYEES AND SECURITY GUARDS FOR THE SCHOOL FROM CIVIL AGENCIES

Sir,

1. With reference to your tender published in _____ on _____ on the subject mentioned above, I/We quote the rate for above mentioned work as under:

Ser. No	Particulars	Per person Rate (in words and figures)		
		Unskilled	Semi-Skilled	Skilled
1	Monthly Wages per person deployed			
2	<u>ESIC</u>			
	(a) Employer's Share			
	(b) Employee's Share			
	(c) Other charges if any			
3	<u>EPF</u>			
	(d) Employer's Share			
	(e) Employee's Share			
	(f) Other charges if any			
4	Service tax per person per month between (3.85% to 7% be quoted upto two decimal points only)			
5	Any other charges (clearly specify with details.)			
6	Total (Ser. No 1 to 5) =			
7	Rate per day for attending office on holidays / Extra daily wages Requirement. (Per person per day)			
	Grand Total (Ser. No 6 + 7) =			

2. Any other points to be mentioned:

3. I/We accept all the terms and conditions of your Tender Notice referred to above. Certified that the above quoted rate is in compliance with Minimum Wages Act 1948 and all the statutory provisions and rules as applicable. The above rate is inclusive of Service Tax or any other tax payable to the Government. Tie Cases will be dealt through lottery selection system.

4. **Tie Cases:** Tie Cases will be dealt through lottery selection system, if arises during tender process. The winner of the lottery system will be awarded the contract subject to approval by Competent Authority.

Yours faithfully,

(Authorized Signatory) (with name/designation, contact No. & seal)



Annexure-IV

TECHNICAL AND FINANCIAL REQUIREMENT FOR GROUP D SECURITY GUARDS TO BE DEPLOYED BY THE
SUCSESFUL COMPANY/FIRM/AGENCY IN APS, SP MARG, LUCKNOW

Supporting Staff	Qualification Desirable	Age Group	Manpower Required	Consolidated monthly amount (inclusive of EPF, ESIC, and Bonus etc.)	character Certificate	Police Verification	Experience
Group D/House Keeping (Unskilled)	8 th	As per Govt Rule	12	As per applicable Minimum Wages			
Security Guards (unarmed) (Unskilled)	10 th	As per Govt Rule	06	-do-			

Note : Manpower can be changed by the school as per requirement.

