

## **ARMY PUBLIC SCHOOL**

SP MARG, NEAR TOPKHANA BAZAR, LUCKNOW CANTT-02

Phone Number: 0522-2483017, Email: apsspmlko@gmail.com

Website: www.apsspmlko.com

### **TENDER NOTICE**

1. Tenders are invited from the Firms/reputed Security Guard Agencies for providing Group D Employees and Security Guards to Army Public School, SP Marg, Lucknow.
2. Interested Agencies/Contractors may obtain tender forms from School Office between **11.00 hours to 14.00 hours** by depositing a Demand Draft of **₹ 500/-** (Rupees five hundred only) from any Nationalized Bank in favour of "**Principal, APS, SP Marg, Lucknow**" from **04 Aug 2021 to 25 Aug 2021**. Last date of depositing the filled in tender form is **25 Aug 2021 by 12.00 hours.**

**Principal**

Tele: 6930 (Mil)  
8795579555 (Civ)

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

146/APS

Aug 2021

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

1. There is an urgent requirement of Group D Employees (Safai karamchari) and Security Guards for the School.
2. You are requested to give your Technical Bids and commercial Bids separately in two different sealed envelopes. The envelopes should be clearly marked Technical/Commercial Bids. The Technical Bid shall be opened first and after the satisfaction of BOO, the Commercial Bids will be opened. During the intervening period the Board of Officers is at liberty to visit the Security Office/establishment of the bidder and select the firms/dealers for opening of Commercial Bids. The decision of the Board shall be final & binding on all and no representations in this regard will be entertained.
3. **Specifications.** Employees as per details mentioned only are to be provided. Employee not found genuine/satisfactory shall not be accepted. The School shall be at liberty to have the individual replaced by the jury and if not replaced then opt for risk keep of the same at the cost of the provider.
4. **Earnest Money.** All Technical Bids must be accompanied with a Demand Draft of Rs 10000/- payable to thew `Principal, APS, SP Marg, Lucknow which is refundable within ten days of non-acceptance of the tender. All Technical Bids not accompanied with the Demand Draft will be rejected.
5. **Payment Terms.** Payment will be made through cheque in the name of Firm providing the Employees after the same have been reported in School and satisfactory report by the Board of Officers and worthiness and if found acceptable.
6. **Time for Providing the Employees.** Time for providing the Employees will be specified in the order. In no case period of providing the Employees would be more than 15 days from the date of receipt of the order. A penalty of 1% from total cost will be deducted from payment in case of delay in attendance of the Guards/Employees.

7. Once the Employees is reported, if any person/guard is found to be indisciplined/unfit will be replaced forthwith if possible.

8. **Acceptance of Tenders.** The Tenders/quotations are to be submitted in two envelopes and marked as under :-

- |     |                                   |                 |
|-----|-----------------------------------|-----------------|
| (a) | Technical Bid                     | - Envelope No 1 |
| (b) | Commercial Bid (format attached ) | - Envelope No 2 |

9. The last date for receipt of the above envelopes is 25 Aug 2021 by 1200hrs. The Tender to be put in the Tender Box placed in front of School office, Army Public School SP Marg Lucknow.

10. **Opening of Tenders.** The Technical Bids – Envelope No 1 shall be opened in the School office, date and time will be intimated later. It is necessary that one of your representatives is present at the time of opening the Bid.

11. **Opening of Commercial Bids.** Commercial Bids will be opened after opening of Technical Bids are found in order.

12. The School reserves the right to alter the requirement of Employees mentioned or to reject any tender without assigning any reasons thereof and no representation in this regard would be entertained.

13. The format for Commercial Bid mentioning the amount to be paid per employee/individual (as per Appendix).

14. Please ensure that the Technical Bid is accompanied the following documents else the bid would be rejected :-

- (a) Demand Draft of Rs 10000/- payable to the `Principal APS, SP Marg, Lucknow.
- (b) Authorized Registration Certificate.
- (c) List of Schools/Organization where the Firm has provided such Group Employees/Security Guards.
- (d) Company`s Profile

15. Terms and conditions for outsourcing of group D employees and security guards are Attached.

(Dr Perna Mitra)  
Principal

**COMMERCIAL BID**Appx(Ref APS SP Marg, Lucknow letter No  
146/APS dt Aug 2021)**OUTSOURCING OF GROUP D EMPLOYEES AND SECURITY GUARDS**

Ser No	Description	Working Hours (08 hrs Daily)	A/U	Qty	Rate (incl all charges) Rs	Rate (incl all charges) Rs
<b>1. Unskilled Category</b>						
(a)	Safai Karamchari	0630h to1430h	Nos	7		
<b>2. Security Guard round the clock</b>						
(a)	Guard with arms	0630h to 1430h	Nos	1		
(b)	Guard without arms	02 Guards in rotation for eight hrs duty	Nos	6		
(c)	Lady Guard without Arms		Nos	1		
	<b>Total</b>			<b>15</b>		

Total Rupees in words:(Rupee \_\_\_\_\_ only)

Stamp and Authorized Signature  
of Agency and auth owner

- Note :
1. Rate should be inclusive all Taxes/charges etc.
  2. The TIN No of your Firm also needs to be indicated on your quotation. Without proper TIN No, the Commercial Bid will be rejected.
  3. Working hours of the all employees is eight hours time to be changed according to school time.
  4. Rates should be given per month only.