

TENDER NOTICE

1. Bids under open outsourcing are invited by Army Public School, Bikaner for upkeeping of school campus, garden, electric, plumber and carpenter services. The tender can be viewed at www.apsbikaner.edu.in

2. The address and contact numbers for sending Bids or seeking clarification regarding outsourcing are given below:-

- (a) Bids/queries to be addressed to : The Principal
Army Public School, Bikaner
Post - Udasar, Bikaner
Pin No - 334001
- (b) Postal address for sending the Bids : The Principal
Army Public School, Bikaner
Post - Udasar, Bikaner
Pin No - 334001
- (c) Name/designation of the contact : Principal, APS Bikaner
Personnel (Contract Operating Officer)
- (d) Telephone numbers of the contact : 0151-4928377
Personnel
- (e) E-mails IDs of contact personnel : apsbikaner@awesindia.edu.in

3. **Critical Dates.** Last date of submission of Tender 06 Apr 2024 and Opening of Tender on 08 Apr 2024.

4. **Manner of Depositing of the Bids.** The original of following documents shall be submitted physically in the sealed tender box prior to bid submission- closing date :-

- (a) State Gov/Central Govt. PSU registered/experienced agencies/contractors can apply.
- (b) Authenticated copy of license of the Contractor/Agency.
- (c) Authenticated copy of PAN card.
- (d) Authenticated copy of EPF registration.
- (e) Authenticated copy of ESI registration.
- (f) Authenticated copy of GST registration.
- (g) Tender Conditions Acceptance Certificate to be given on a company letter head.

(h) Quotations should be deposited in sealed envelopes. Quotations forwarded through e-mail will not be accepted.

(j) Rate should be quoted in figure and the total amount in words.

5. **Location of the Tender Box.** The tender box will be placed at Army Public School, Bikaner.

6. **Opening of the Bids.** The bids shall be opened as per critical date mentioned in this tender document. The bid will be carried out off-line and the result of the bids will be uploaded on school website (www.apsbikaner.edu.in).

7. **Place of Opening of the Bids.** The physical verification of tender documents will be done at Tender Room, Army Public School, Bikaner. The Bidders may depute their representatives, duly authorized in writing, to attend the Bid opening on the due date and time.

8. **Rejection of Bids.** The Chairman of Army Public School reserves the right to accept/reject any tender or part thereof without assigning any reasons.

9. **Essential details of services required.** List of services required are as follows:-

| Ser | Service | Work |
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| (a) | Housekeeping | <p>Up keep of School Rooms and Campus:-</p> <ul style="list-style-type: none"> • Rooms - 112 • Washrooms - 30 (Boys - 15 and Girls -15) • Staff Washroom – 15 • School Varanda • Assembly Shed • School Campus • Herbal Park • Science Park • Children Park • Football Ground • Hockey Ground • Basketball Ground • Outside of School Boundary |
| | <p><u>Scope of Work :-</u></p> <p>(i) <u>Total Number of days in a month.</u> All the working days and holidays as per the need of School.</p> <p>(ii) <u>Work Place.</u> Cleaning services would be needed for making the School Campus clean.</p> | |

(iii) **Rules and Restrictions.**

(aa) **Daily Work.** As under noted or according to the decision of School.

(ab) **Time of Works.** Morning 0630 hrs to 0730 hrs cleaning of toilets, mopping of corridors, sweeping offices and also keep all drains clean in the area of responsibility.

0730 hrs to 1000 hrs }
1030 hrs to 1330 hrs } Sweep utility area and outer premises.

1000 hrs to 1030 hrs - Break & rest.

1330 hrs to 1500 hrs -Sweeping and cleaning of the classroom, toilets and corridors.

(iv) To ensure cleaning of school and nearby area of school and to collect all waste material and dispose it off as per the instructions of School authority.

(v) To wash and clean especially corridor, stairs and reception room to prevent from insects, mosquitoes, flies etc, before the opening of Army Public School Bikaner and after that the floor will be washed through wet cloth every two hours with insect cleaner detergent.

(vi) Toilets, wash basins and urinals will be washed with detergent and pesticides one time in the morning and again every 2 hours to be washed as per the instructions of the School authority.

(vii) Cleaning of carpets, washing of curtains/ covers of sofa, cushion, table mats etc.

(viii) To sweep and clean the open area, roads, passage, lawn etc, in the courtyard of Army Public School Bikaner.

(ix) Regularly daily cleaning/ dusting of furniture in the class, table, chair, telephone, book case, file cabinet, almirah and implements and doors and windows as well as all other rooms of school and other places must be done before opening of the school.

(x) The cleaning of sanitary equipments must be done regularly before and after school reopening.

(xi) At the time of getting complaint regarding leakage of G.I. and C.I. pipes action will have to be taken within 24 hours after getting complaint.

(xii) The floor must be cleaned by rubbing with detergent and duster.

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| | <p>(xii) Sanitaryware must be cleaned with hygiene chemicals carefully so that it shines and may not be tarnished.</p> <p>(xiv) To clean the spots on the floor, doors and partitions by using proper detergent whichever is necessary to use.</p> <p>(xv) To remove the goods lying in the corridor and stairs.</p> <p>(xvi) To clean the water coolers and to fill coolers during summers.</p> <p>(xvii) To polish the name plate and notice board.</p> <p>(xviii) To clean fans, electric equipments, window glasses etc, with proper glass cleaning chemicals/ materials/ dusting and to clean the partition panels etc.</p> <p>(xix) Any other work given by School authority.</p> | |
| (b) | Gardening services | Up keep of School Garden (Herbal Park and Cactus Garden) and maintenance of potted plants |
| | <p><u>Scope of Work :-</u></p> <p>(i) <u>Total Number of days in a month.</u> All the working days or on holidays also or as per the need of School.</p> <p>(ii) <u>Work Place.</u> School Garden, play ground, maintenance and upkeep of campus green areas and to keep it in right condition.</p> <p>(iii) <u>Rules and Restrictions.</u></p> <p>(aa) Time of Work : 8 1/2 hrs daily. Timings as laid by School.</p> <p>(ab) The agency will provide and appoint skilled gardeners and ensure they know the use of materials, equipments and related machinery.</p> <p>(ac) It will be the complete liability of the agency for the good maintenance of gardens in the above campus, play grounds and compounds. The agency will be held responsible of any loss due to the negligence of his workers.</p> <p>(ad) The gardeners appointed will ensure mowing, taking care of the trees pruning and trees and shrubs, planting, grafting, making bonsai know the use of manure, plan vermin compost in the campus, upkeep of lawns etc.</p> <p>(ae) The gardeners will ensure upkeep and maintenance of lawns, gardens (herbal, rose, hibiscus) etc.</p> <p>(af) Any other work given by School authority.</p> | |

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| (c) | Electrician services | Maintenance of School's electric implements keep them in proper condition. |
| | <p><u>Scope of Work :-</u></p> <p>(i) <u>Total number of days in a month.</u> All the working days and on holidays also as per the need of School.</p> <p>(ii) <u>Work Place.</u> Maintenance of School's electric implements and keep them in proper condition.</p> <p>(iii) Time of Work : 8 ½ hrs daily. Timings as laid by School.</p> <p>(iv) <u>Rules and Restrictions.</u></p> <p>(aa) The agency will provide and appoint skilled electrician and will make his/her emoluments and due payments and will be responsible for his/her discipline and duties</p> <p>(ab) It will be the responsibility of the agency's electrician to keep all the electrical implements of the Army Public School in proper condition.</p> <p>(ac) It will be the responsibility of the agency's electrician to check and confirm that all the electrical implements are in working condition in all the rooms of the school.</p> <p>(ad) It will be the responsibility of the agency's electrician to take action on the complaint and clear it within 24 hours. He will also complete the work allotted by the Principal from time to time.</p> <p>(ae) The above agency will completely be responsible for the proper and best maintenance of the electrical implements of the school. The agency will be held responsible if any loss occurs due to the negligence of his worker.</p> <p>(af) The electrician will do any other work allotted to him by the School authority.</p> | |
| (d) | Plumber services | <p>Maintenance of water tank, water points, water facility in wash rooms for gardening purpose etc</p> <p>(i) <u>Total number of days in a month.</u> All the working days or some days in a week as per the need of school.</p> <p>(ii) <u>Work Place.</u> Maintenance of water tank, water points, water facility in wash rooms for gardening purpose etc in the school complex.</p> <p>(iii) Time of Work : 8 ½ hrs daily. Timings as laid by School.</p> |

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| | <p>(iv) <u>Rules and Restrictions.</u></p> <p>(aa) The agency will provide a skilled Plumber and will make his/her emolument and due payment and will be responsible for his/her discipline and duties.</p> <p>(ab) The agency will provide experienced Plumber for upkeep of pipe fittings at taps, water points and washrooms and campus.</p> <p>(ac) The agency Plumber will be responsible for the proper maintenance & fixing of plumbing work in Army Public School premises.</p> <p>(ad) The agency will be held responsible if any loss occurs due to the negligence of his workers.</p> <p>(ae) The agency's plumber will ensure water facility is there 24x7 hrs, will fix leakage and ensure no water clogging due to it</p> <p>(af) The agency's Plumber will be available as and when required or other than school hours also for the school work. He will do any other work assigned to him by School authority.</p> | |
| (e) | Carpenter services | Maintenance of furniture of all types and all types of boards in the school complex. |
| | <p>(i) <u>Total number of days in a month.</u> All the working days or some days in a week as per the need of school.</p> <p>(ii) <u>Work Place.</u> Maintenance of furniture of all types and all types of boards in the school complex.</p> <p>(iii) Time of Work : 8 ½ hrs daily. Timings as laid by School.</p> <p>(iv) <u>Rules and Restrictions.</u></p> <p>(aa) The agency will provide and appoint skilled carpenter and will make his/her emolument and due payment and will be responsible for his/her discipline and duties.</p> <p>(ab) The agency's will provide proper experience certificate of the duties of the carpenter appointed and get it renewed timely.</p> <p>(ac) The agency's carpenter will be responsible for the proper maintenance of the Army Public School's furniture and all types of boards.</p> <p>(ad) The above agency will completely be responsible for the upkeep of class inventories. The agency will be held responsible if any loss occurs due to the negligence of his workers.</p> <p>(ae) The agency's carpenter will be available as and when required or work other than school hours also. He will do any other work allotted to him by School authority.</p> | |

10 **STANDARD CONDITION OF CONTRACT**

(a) **Effective Date of the Contract**. The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the the completion of the obligations of the parties under the contract.

(b) **Stamp Duty**. The stamp duty payable, if any to execute the contract shall be borne by the contractor.

(c) **Work orders**. The contractor shall carry out the job as per service/work orders.

(d) **Security Deposit**. The Contractor will deposit a bank draft of Rs 2,00,000/- (Rupees Two Lakh only)/ two months salaries to the employed staff of the contractor, whichever is less in favour of Army Public School, Bikaner, which will be refundable without interest two months after completion/ termination and finding on settlement of accounts and on receipt of no dues.

(e) **Payment**.

(i) Contractor shall prepare monthly contractor's bills based on service/ work orders alongwith all necessary documents/details to **Army Public School, Bikaner** which will be processed after certification/ authentication of COO pertaining to Job completion. The original copy of contractor's bills must be stamped with the appropriate Revenue Stamp and all copies be endorsed "PAYMENT RECEIVED IN FULL" and signed by Contractor.

(ii) Contractor Bills will accompany evidences of deposits of EPF, ESI, GST and any other documents required as per GOI rules or company law.

(iii) Contractor shall not be entitled any additional payment during the tenure of present contract on any account except revision of minimum wages by Central/State Govt during period of contract.

(iv) Liability of meeting all the statutory obligations like EPF, ESI, GST, any other applicable tax etc will vest with the contractor and documentary proof by Contractor will be provided every month while submission of Contractors Bill.

(e) **Penalty**. @ 0.5% per week of basic cost of delayed services or partial failure of services will be imposed on Contractor in the event of failure or partial failure of executing the Jobs, which will be debited from the monthly bills to be paid to him based on preferred Contractor's Bill. Penalty shall be worked out by COO (Contract Operating Officer) of Army Public School, Bikaner on the basis of unsatisfactory work indicated by rep of COO or COO himself, which will remain non-negotiable.

(f) **Injury/Loss**. In the event of any injury / loss of life to contractor's men/staff operating in the est, it shall be sole repeat sole responsibility of contractor for payment towards any treatment or compensation or legal matters arising there from.

(g) **Termination of Contract**. The contract shall remain in force for a period of Twelve months. In the event of any other resource if available which can carry out the scope of work or handling of duties, than above contract wholly or partly can be truncated/terminated. In such event, proper handing taking over of duties will be undertaken by Contractor to new arriving agency.

(h) **Cases of Indiscipline**. Cases of indiscipline or misconduct / incompetency will be intimated to contractor by COO or his reps either in person or in writing who shall be removed immediately with suitable replacement.

(j) **Engaged Staff Documentation**. Contractor will submit following documents of all engaged persons :-

- (i) Medical Certificate from Registered Medical Practitioner.
- (ii) Police Verification
- (iii) Aadhar Card
- (iv) PAN Card

(k) The Contractor will verify about the good character and honesty of the workers before sending them to work otherwise contractor will be completely responsible. Contractor will brief them about **POCSO Act** and rules/guidelines to be followed as per CBSE. These have to be mandatorily followed. Contractor and his engaged personnel will ensure the security and safety measures within the establishment. The contractor and his personnel will get a briefing from COO, or his staff from time to time which should be adhered too in all respects. Contractor will submit written undertaking to this effect

(l) Contractor or his engaged personnel will not misuse or exploit name of the establishment for any convenience and will not use address and name of organization for any use like drawl of loans/preparation of Aadhar card/PAN card/Voter ID/Ration Card etc. He will not demand any serving certificate for his own use / for his engaged personnel. Any serving certificate or certificate of any kind issued by anybody on name of the organization will be treated as fake document and this organization will not take responsibility of any such signed/unsigned/prepared/ill prepared document.

(m) **Risk & Expense Clause**. If a contractor fail to provide the services as per contract, COO of Army Public School shall be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(n) **Arbitration**. Any question, dispute or difference arising under the contract shall be referred to the Arbitrator. Arbitrator will be appointed by **COO, Army Public School, Bikaner** and reconciliation directives of Arbitrator will be final and contractor will abide by directions of Sole Arbitrator.

(o) **Jurisdiction**. The jurisdiction for all the legal disputes railed to this agreement will be Bikaner District Court and Bikaner District Court is fully authorized to take decision on the statutory issues

(p) **Execution**. All services will be executed by the contractor within stipulated time in Army Public School, Bikaner.

(q) **Eligibility**. State Govt/Central Govt. PSU registered/experienced agencies/contractors are eligible to fill the tender.

(r) **Performance Security**. The Contractor will give a certificate from his banker to est his/her credibility and sustainability to execute the payment to his employed staff. The Contractor is deemed to pay the salaries upfront as an last date of every month and not wait for his bills to get cleared by APS, Bikaner

(s) **Minimum Service Pers**. A minimum of 19 pers are required to be present during the school hrs. Additional pers will be as per requirement.

(t) **Equipment**. All equipment like mope, broom, hedge cutter, tree cutter etc for the above service i.e Housekeeping, Gardener, Plumber, Electrician and Carpenter services will be provided by the contractor and not by Army Public School, Bikaner.

(u) **E- Payment**. Payment will be done through NEFT/RTGS after receiving the original bill to the Agency by the school.

(v) **Force Majeure Clause**. Contractor shall bear responsibility for the complete or partial non performance of any of its obligations. If the non-performance results from such Force Majeure circumstances as Flood, Fire, earth quake and other acts of God as well as War, Military operations, blockade, lockdowns/restrictions as given out by Central/ State Goverments, Acts or Actions of State Authorities or any other circumstance beyond the parties control that have arisen after the conclusion of the present contract.

(w) **False Claim**. If a contractor submit a false claim the school has authority to hold the payment. Contractor will be accountable for their mistake and suitable penalty will/may be charged.

