

NOTICE INVITING TENDER (NIT)
CONTRACT/02/APS/HISAR (2022-23)

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1. A tender is invited for the work/services as mentioned in Appendix A.
2. The requirement is estimated to cost as indicated in aforesaid Appendix A. This estimate however is not a guarantee and is merely given as rough guide and if the supply of items costs more or less, a tenderer bidder will have no claim on that account. The tender shall be based on as mentioned in aforesaid Appendix A.
3. The requirement for the said services is as per the Appendix A.
4. The services will be provided for a period of _____Months.
5. The Presiding Officer will be the Accepting Officer here-in-after referred to as such for purpose of the agreement.
6. The Accepting Officer will return the Earnest Money wherever applicable to all unsuccessful tenders.
7. The tenders are advised to visit the school by making prior appointment with Accepting Officer, who is also the Executing Agency of the work/ services (see Appendix A). The tenderers are deemed to have full knowledge of the services provided by them or not.
8. The Accepting Officer reserves the right to accept a tender submitted by a Public Under taking giving a price preference over other Tender (s)/bid (s) which may be lower, as are admissible under the Government Policy No claim for any compensation or otherwise shall be admissible from such tenderer bidder whose tender/ bid is rejected.
9. Accepting Officer does not bind himself to accept the lowest bid or any tender or to give any reason for not doing so.
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11. The Tender documents can be taken from the undersigned on payment of the Tender fee to Army Public School, Hisar. The documents will be e-mailed or sent by speed post on forwarding proof of deposit of Tender fee by email on hisaraps@gmail.com in a/c No **4167000100105803** Punjab National Bank, Hisar Cantt (**IFSC PUNB 0416700**) or by DD drawn on the Army Public School, Hisar payable at Hisar.

(Signature of Tenderer)

Dated : 2022

Sd/ x x x
Maj/Lt Col
Accepting Officer

Account No	4167000100105803
IFSC Code	PUNB0416700
Bank	PNB Hisar Cantt
School Email ID	hisaraps@gmail.com

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Appendix 'A'

**TENDER DOCUMENT FOR HIRING OF SECURITY GUARDS FOR
APS, HISAR**

S/No	Items/ Nature of requirement	A/U	Qty	Monthly Rate
1.	Providing male security guards (Ex-Serviceman) without arms (04 Security Guards will be required)	Nos	01	

Rate quoted in words _____

Name of Agency

Address

Note:-

1. Please quote the rates on monthly basis inclusive of EPF, ESI and service charges.
2. TDS will be deducted as applicable.
3. Payment will be made on monthly basis based on the attendance of the security guards through NEFT.
4. Deposition of EPF and ESI contribution will be the responsibility of the Agency. Copy of the deposited Challan will be submitted to the school before monthly payment.
5. The Agency firm must be registered under private security Act 2005. Attach copy of certificate of the registration.
6. Other terms and conditions are attached to this document.

(Signature of Tenderer)

Dated : 2022

Sd/ x x x
Maj/Lt Col
Accepting Officer

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GENERAL TERMS AND CONDITIONS
HIRING OF SECURITY GUARDS ; APS HISAR

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

1. Tender shall be submitted in official tender form or on Firm's Letter Head only. If submitted in any other form the same shall be summarily rejected. Tenders received without prescribed tender fee i.e. Rs. 500/- (non-refundable) shall be summarily rejected.
2. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
3. The Agency or firm will provide GSTIN (Good and Tax Registration No.) along with bid. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding. The tender shall be awarded to the lowest financial bidder.
4. The bids should be valid for at least 60 days from the date of opening of the tender. Any conditional offers made by the agency or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
5. Army Public School, Hisar reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
6. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
7. The Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each Security Guard.
8. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
9. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute. The employees of the Security Agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced.
10. In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to the management
11. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students and staff is always good and cordial.
12. The payment of wages shall be made directly by the Security Agency to his workmen and not through the any other agent.

13. The workmen employed by the Security Agency shall be directly supervised and controlled by the Security Agency, and will also be observed by the management. The services rendered shall be to the satisfaction of the Army Public School, Hisar and the controlling Formation.
14. The Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
15. The duration of the agreement shall be for the period from _____ to _____. Thus the agreement will automatically be terminated on ____ 2023. Rs 25,000/- (Rupees fifty thousand only) will be taken as Security Money refundable after termination of agreement.
16. In case any party would like to terminate the agreement, an advance notice of one month should be given to the other party.
17. Payment will be made on monthly basis through account payee cheque or by fund transfer in favour of the Agency.
18. The Agency at its own expenses shall provide its security guards with necessary uniform including P Cap, lanyard with whistle, name tab, light blue coloured full sleeve shirt and dark blue trousers leather belt, black shoes with black socks and Blue neck scarf coloured required for the effective discharge of security services to the first party.
19. The agency shall ensure that the security guards provided by it maintain perfect discipline and behavior and they shall not in any manner cause any interference, annoyance, nuisance to the management of the first party.
20. Every worker during the period of work will be bound to follow the rules and regulations of the Management. If there is any complaint by the Agency regarding manpower involved in any kind of indiscipline or any kind of antisocial activity, the manpower will be replaced by the Agency. Second Party.
21. The manpower supplied by the Second party shall not be less than 18 years and not more than 50 years of age. In case of any unlawful act done by any worker of second party the individual himself/ herself will be responsible.
22. Regular working/duty time will be of 08 Hours daily (Three shifts in a day including night) every day (including one hour break) on the basis of six days per week, irrespective of School holidays.

Management

Army Public School, Hisar

Signature of Tenderer