

Tele: 01792 - 266147

Army Public School
Dagshai - 173210

Dist - Solan (HP)

APSD/Quot/

Dec 2021

TENDER FOR OUTSOURCING OF MAN POWER

Dear Sir,

1. Sealed tenders are invited from govt approved contractors outsource agency / reputed firms for the providing manpower to APS Dagshai for the session 2022-23 ie 01 Apr 2022 to 31 Mar 2023. Tenders should be sent by the firms under Registered Post/By Hand in a strong sealed cover. The tender should reach the office of undersigned by 25 Jan 2022.

Eligibility Criteria -As per Appx 'B'

TERMS AND CONDITIONS

2. The party shall provide man power and security services of Gp 'D' staff to first party as per the requirement of APS Dagshai. The man power/security guards provided by party will be for duration (time table) at as fixed by APS Dagshai from time to time.

3. This agreement will be for a period of one year from the date of execution of this deeds ie from 01 Apr 2022 to 31 Mar 2023. The APS Dagshai shall, in the event of the party (contractor) committing any breach of any of the terms and conditions of this agreement or if the services provided by the party is considered to be unsatisfactory by APS Dagshai or for any other reason considered by APS Dagshai as insufficient, be entitled to terminate this agreement by giving one month's notice in writing and the party shall not be entitled to any compensation in case of such termination. The party may also terminate this Agreement by giving one month's notice in writing to the first party (APS Dagshai).

4. **PAYMENT OF WAGES** The party (Contractor) shall fix wage periods in respect of which wages shall be payable. No wage period shall exceed one month. The wages of every person employed as contract labour by APS Dagshai shall be paid before the expiry of seventh day. **Other wise .75% penalty per day will imposed on wages of amount.**

(a) Wages rates of each manpower required by APS Dagshai is placed at **appx 'A'**.

(b) Where the employment of any manpower/security guards is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the date on which his employment is terminated.

(c) Each claim bill of the party must accompany details of employees/security guards engaged, duration of their engagement/wage register /amount of wage paid/amount of EPF/ESI contributions and declaration from the contractor regarding compliance of the condition of EPF Act 1952.

(d) The party shall be responsible for providing all statutory benefits to the personnel employed by first party including off day(s) after 6 days & national holidays, PF, ESI etc. & the documentary proof of the same has to be attached with each month's bill.

(e) The party shall be liable to make disbursement of payment among the its employees and security as per the approved final rates of this contract and submit the documentary proof of said disbursement of previous month along with the bill of next month.

(f). Number of required Gp 'D' staff may be increased/decreased during contract period as per the requirement of APS Dagshai. Hence APS Dagshai will make payment of only demanded Gp 'D' employees on required basis as per approved wages by APS Dagshai. The payment will be made by cheque within 10 days after submitting the bills in the school. No Interest will be paid on late payment. The party will submit the monthly wages bill by 10th of every month along with verified employees details for payment.

(g) The wages fixed shall be at par with HP State of Minimum Wages Act. In case the HP State Govt. revises rates of minimum wages it will be acceptable to both the parties.

6. **LABOUR RECORDS** The party shall maintain a Register of employees employed on work on contract and same shall be submitted along with monthly bills for payment duly verified in all respects.

7 **Inspection of Books and Slips.** The party (contractor) shall allow inspection of all the prescribed labour records to any of his manpower or to his agent at a convenient time and place after due notice is received or to the labour officer or any other person, authorized by the Central Government on his behalf for Submission of Returns. The party (contractor) shall submit periodical return as may be specified from time to time.

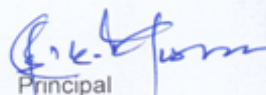
8. **INSURANCE:** Without limiting any of the other obligations or liabilities the party (contractor) shall at his own expense provides ESI facility to the entire manpower and issue medical cards.

9. **FORCE MAJEURE.** If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods, Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the DoT as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option, terminate the contract.

10. APS Dagshai shall give the watchmen's hut constructed on the gate of the said premises to the security guards and the said guards shall check all the vehicles and personnel entering into and going out of the said premises as per the instructions issued by the employer's representative from time to time and shall maintain proper record of the vehicles and personnel coming and going out of the factory.

11. The party at its own expenses shall provide its manpower/security guards with necessary uniform, arms, outfit, etc. required for the effective discharge of security services to the employer.
12. The party shall ensure that the manpower and 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 or its business or work or its officers/ employees/other contractors.
13. The party agrees and undertakes that the man power and security services provided by the security guards shall be to the entire satisfaction of the APS Dagshai and party will make it clear to the man power and security guards that the later are employees of the party and they shall have no claims against the APS Dagshai and the shall not be liable to wages, salary, compensation and any statutory benefits due to the workers and security guards under the labour law and other legislation and the party shall be responsible for providing such amenities to its employees/security guards admissible under the law/rules/service conditions.
14. The party will indemnify the APS Dagshai against any claim, loss, damage occurred, or caused to the first party due to willful acts or omissions or carelessness or negligence of the security guards/employees employed by the second party, while on duty.
15. The party will obtain license, if any, required under the local or central laws for providing security services to the employer.
16. The APS Dagshai shall be entitled to supervise the services provided by the party and if it finds that the conduct, behavior and performance of work of any of its employees and security guard is unsatisfactory, it may issue directions to the party to immediately recall the particular person and substitute him by another and the party shall comply with such directions issued by the APS Dagshai forthwith.
- 17. The party will detail a supervisor to frequently supervise & oversee the discipline functioning of manpower and interact with APS Dagshai.**
18. On expiry or earlier determination of this agreement, the party and the employees and security guards shall vacate the premises of APS Dagshai, without in any way causing any damage to the said premises and the school's property therein. **Security Deposit of party will be released after handing/taking over of the man power with related documents of each individual.**
19. In case of any dispute or difference arising between the parties under this agreement, the decision of Patron of APS Dagshai will be final and binding and the party will not be entitled to lodge any claim against the decision of the said authorities.
20. The stamp duty on this agreement and duplicate thereof shall be borne by the party. The original shall be retained by the APS Dagshai and the party shall retain the duplicate.
20. Unless otherwise agreed upon, the respective addresses for communication in respect of any matter relating to this agreement shall be in written.
21. Arbitration/legal proceeding if any will be subject to District Court, Solan.
22. The party will be required to deposit a sum of Rs 5% of contracted amount of outsourcing at the time of signing of contract as contractor security. This deposit will be refundable without any interest there on after the successful completion of the contract period but is liable to be forfeited if the contract has to be terminated due to non-performance of the contract by party.

23. Conditional tender will not be accepted.
24. Income tax, TDS and sale tax as applicable under rules will be deducted from the bills of the contractor.
25. This tender notice will form part of the contractor agreement.
26. On acceptance of the tender it will become a contract and shall be bound by terms and conditions of the tender.
- 27. Photocopy of GST Certificate will be mandatory to be attached with tender documents without which tender will be rejected.**
28. Disputes of any will be subjected to Distt Court Solan Only.
29. The tendering authority reserves the right to modify, reject or nullify any of the unsolicited offer, incomplete or partially completed and conditional tenders without assigning any reasons whatsoever
30. The tendering authority reserves the right to modify, reject or nullify any of the unsolicited offer, incomplete or partially completed and conditional tenders without assigning any reasons whatsoever
31. In case, you are interested, you may send your tender in sealed envelope to reach the school lasted by 25Jan 2022.



Principal
APS Dagshai

ARMY PUBLIC SCHOOL DAGSHA

WAGES OF MAN POWER FOR FY 2022-23

Particular	Cook	Waiter	Masalchi	Helper	Ground Man	Peon	Driver	Safai Karamchari	Security Guard	Gate Keeper	MTS (Carpenters, Electricians & Masson)
Basic (As per minimum HP Govt wages rate for Financial Year 2022-23)											
Other Allce % of basic pay	31.74%	9.46%	7.85%	18.76%	7.85%	18.76%	39.97%	15.21%	26.53%	26.53%	39.97%
Total A											
PF 13%											
ESI 3.25%											
Bonus 8.33%											
Total B											
Admin charges											
Salary per month											

CALCULATION OF SALARY IN HAND FOR FY 2022-23

In Hand Salary	Cook	Waiter	Masalchi	Helper	Ground Man	Peon	Driver	Safai Karamchari	Security Guard	Gate Keeper	MTS
Basic Wages											
Add - Other Allce											
Less : PF											
Less : ESI											
Add : Bonus											
Salary in Hand											

Signature of tenderer _____

Name

Name & address of firm with seal

Email address _____

Contact No. _____

TECHNICAL BID**WITHOUT TENDER COST, GST NO AND EARNEST MONEY, TENDER WILL BE REJECTED****Cost of tender is Rs 500/- (Non-refundable) and****Earnest Money of Rs 10,000/- Refundable**

Receipt No of tender form cost _____

Earnest Money – Rs 10,000/-

Or

in favour of Principal APS Dagshai

Draft No of tender form cost _____

Draft No _____

Date _____

Payable at PNB Dagshai/ any other

Bank at Solan.

ARMY PUBLIC SCHOOL, DAGSHAI**DISTT. SOLAN (HP)**1. **Name of the items for which tender is quoted.** _____2. **Name of the Proprietor/Partner** _____3. **Quote Particulars**

(a) Name of firm/Regn No _____

(b) GST No (Attach photocopy) _____

Photocopy of GST Certificate is mandatory otherwise tender will be rejected/removed from technical bid.(c) **Legal status of firm /dealer/contractor**(i) **Individual** (ii) **Proprietorship** (iii) **Partnership Firm** (iv) **Company** (v) **Society Trust/LLP**

(d) Nature of business _____

(e) Dealing in (Mandatory) _____

(e) PAN NO (Attach photocopy) _____

(f) Telephone, Mobile No. _____

(g) Email _____

Signature of the proprietor/partner _____

4. Please attach previous years' following documents for analysis the financial condition of firm/dealer/agency:-

(i) Balance sheet, Profit & Loss accounts/Annual turnover of previous year audited by CA.

5. Detail(s) of bank account(s) of the Firms/dealers/proprietors.

Name of account holder_____

Account No _____

IFSC Code_____

Name of Bank_____ Address_____

6. Have you supplied similar class of items/services successfully completed during the last three years to any other organization if yes, furnish the details thereof (with proof)

7. Have your firm ever been black listed by any institution or autonomous agency? if yes, give details

I, _____ solemnly declare that the statements made above are correct to the best of my knowledge and belief and shall abide by the terms and conditions as mentioned in tender letter to this firm.

Place _____

Date_____

Signature of the proprietor/partner

Addresses_____

Note

Tender will be rejected without photocopy of GST certificate , Tender cost & Earnest Money .

जीएसटी प्रमाण पत्र की फोटोकॉपी, निविदा लागत और बयाना राशि के बिना निविदा खारिज कर दी जाएगी/

