

1
RFP

**INVITATION OF BIDS FOR SUPPLY OF OUTSOURCING OF MANPOWER
FOR THE FINANCIAL YEAR 2026-27**

Particulars of the User issuing the RFP : Principal, Army Public School, Dagshai

Request for Proposal (RFP) No: APSD/Tender/Outsourcing of Manpower /FY 2026-27

PART I – GENERAL INFORMATION

1. Bids/tenders for the supply of the articles/services shown in the connected Schedule/Bill of Quantity (BoQ) will be received by the Army Public School, Dagshai, on or before 1800 hours on **26 Feb 2026**. Submission of documents & bids be done as per procedure given below. The important dates for participation in tendering by all contractors are as under:-

Critical Dates. The critical dates with respect to the Tender ref No APSD/Tender/ Outsourcing of Manpower /FY 2026-27 are as follows :-

CRITICAL DATE SHEET			
Ser No	Item	Date	Time
1.1	Tender Published date	05 Feb 2026	0900h
1.2.	Bid documents Downloading/ Sale start date	06 Feb 2026	0900h
1.3	Clarification start time and date	06 Feb 2026	1200h
1.4	Bid submission start date and time	06 Feb 2026	0900h
1.5	Clarification end time and date	24 Feb 2026	1800h
1.6	Bid submission end time and date	26 Feb 2026	1800h

2. This RFP contain the conditions of supply and a **Bill of Quantities (BoQ)/items** is uploaded on school website in which you should fill in your rates. Your rates are to include all duties, taxes, rates or impositions whatsoever levy able in respect of the vehicles (except in cases where the Bidder is allowed by the law under which such duties, taxes, rates or imposition and levies to obtain subsequent refund of sums so paid on presentation of the necessary certificate and unless otherwise stated in the schedule). You are to sign with date, both, the RFP and **Schedule/Bill of Quantity (BoQ)**. It is essential that you should tender for all articles in Bill of Quantities (BoQ). You shall not make any alteration or addition to any of the documents of the RFP and connected documents. **Determination of L1 bidder will be on the basis of lowest rates quoted by the bidders for all items combined.**

3. Bids should reach APS Dagshai by the due date and time in separate sealed envelopes inscribed with **Technical Bid for Outsourcing of Manpower”** and **“Commercial Bid for Outsourcing of Manpower”**

4. In the event of a discrepancy between description in words and figures quoted by a tenderer, the description in words shall prevail. The decision of Procurement committee will be final.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

5. **Eligibility Criteria For Vendors.** Vendors fulfilling the following criteria are eligible to submit the tenders:-

- 5.1. Registration of firm/agency/Company.
- 5.2. Registration of firm/agency/Company with ESIC with IP No for outsourcing of manpower and security services.
- 5.3. Registration of firm/agency/Company with EPFO with UAN for outsourcing of manpower and security services.
- 5.4. Registration of firm/agency/Company with Labour Department of Gol.
- 5.5. Challans for payment of EPF, ESI and GST for last 3 years.
- 5.6. TIN/GST Registration Certificate.
- 5.7. Income tax returns of the company /firm/agency for last three financial yrs ie 2022-23, 2023-24, 2024-25.
- 5.8. Attested copy of PAN Registration.
- 5.9. Police verification from concerned police station for outsourcing of man power and security services.
- 5.10 Annual turn over of firm/agency/company for last three financial years ie 2022-23, 2023-24, 2024-25.

5.11. Capital of firm/agency/company for last three financial years ie 2022-23, 2023-24, 2024-25.

5.12. **Proof of Similar Works /Services Already Undertaken.**

5.12.1. The vendor should have three years experience of similar works with Government / Semi Govt/Agencies/ autonomous body/Universitie/schools of manpower services to not less than **Rs 50,00,000/- per annum.** Self attested and scanned copy of Supply/ work Orders to be enclosed.

5.12.2. Bank solvency up to Rs 45 Lakhs issued by any Nationalized Bank and Average Annual Turnover of more than Rs 50 Lakhs (Rupees fifty lakh only) issued after 01 Sep 2025.

5.13. Self attested and scanned copy of Bank Account details.

5.14. Full Correspondence Address of the firm / Contractor with email Id and Phone Nos.

5.15. Acceptance of Terms & conditions of the RFP duly singed and stamped.

5.16. **Original EMD and acceptance letter will be dropped in tender box kept at APS Dagshai allowing with tender documents.**

6. **Last date and time for submitting the Bids :Before 1800h on 26 Feb 2026 . The Bids should be submitted by the due date and time. The responsibility to ensure this lies with the Bidder.**

7. **Manner of Depositing of Bids.** Bids should reach APS Dagshai by the due date and time in sealed envelopes inscribed with “**Tender for Commercial bid**” and “**Tender for Technical Bid**”. **Late tenders will not be considered.** No responsibility will be taken for delay for non-receipt of Bid documents. Draft for EMD will be produced before the procurement committee in original at the time of opening of bids.

For and on behalf of the Principal APS Dagshai (Signature & date with stamp of the Contractor)

8. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the User in writing about the clarifications sought not later than 3 (three) days prior to the last date of the Bids submission. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the User prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid may be withdrawn in the interval between the deadlines for submission of bids and expiration of the period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids.** During evaluation and comparison of bids, the user may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Unwillingness to quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be deleted for the given range of items as mentioned in this RFP.
13. **Validity of Bids.** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
14. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 5,000 /- (Rupees five thousand only)** in favour of Principal Army Public School, Dagshai along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft. **EMD is to remain valid for a period of 45 (Forty five) days beyond the final bid validity period.** EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements.**

Sr No	Trade	Skilled/Unskilled	Nos
1.1.	Cook	Skilled	5
1.2.	Waiter	Skilled	5
1.3.	Masalchi	Semi Skilled	6
1.4.	Helper	Semi Skilled	6
1.5.	Ground Man	Semi Skilled	1
1.6.	Peon/ Aya	Semi Skilled	3
1.7.	Driver	Skilled	2
1.8.	Safai Karamchari	Semi Skilled	15
1.9.	Security Guard	Semi Skilled	9
1.10.	Gate Keeper	Semi Skilled	1
1.11.	Mali	Semi Skilled	2
1.12.	MTS (Carpenter/ Electrician/ Masson/ Fabricator)	Skilled	4
	<u>Total</u>		59

2. The details (BoQ) of manpower required is as **at Appendix 'B'**

3. **Negotiation Committee** After declaring lowest -1 vendor by the board of officer, negotiation will be made by the negotiation committee for finalization of contract with lowest -1 vendor.

4. **Liabilities.** All liabilities i.e. TDS or other taxes etc will be borne by the contractor. Contractor will be bound to abide by the Laws of the Central /State Govt on the subject.

5. **Periodicity** Contractor will supply manpower on daily basis or as when required.

6. **Penalty Clause.**

(a) **Inability to provide replacement of absent manpower services will be termed as violation of understanding. Warning letter will be issued to the contractor for non performance. The replacement of manpower services will be done by the contractor on the same day. In case the same is not done by the contractor even after issue of warning letter, penal deductions will be made @ 0.5% of the contract price. The penalty amount will be deducted from the monthly payment bill.**

(b) Any complaint reported by the user or its representative to the contract or regarding performance of the engaged manpower services, shall be immediately looked into by the contractor and suitable action to the satisfaction of the user shall be taken by the contractor. However on information received from any sources what so ever, regarding the engaged individuals misbehavior, indiscipline or his being security hazard/ suspect, the contractor shall disengage him from service forthwith seeking clarification/ reasons from the user and his security pass would be confiscated by the user.

(c) The manpower services so engaged by the contractor shall not in any way be construed / treated as employees of Central Government/Ministry of Defence/Army/Army Public School, Dagshai.

7. **Delivery Period.** Delivery period for provision of outsourcing of manpower would be with effect from the date of signing the agreement. Please note that supply order can be cancelled unilaterally by the User in case manpower services are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the User, with applicability of LD clause

8. **Terms of Delivery:** Unless otherwise specifically agreed or as decided in the TPC/PNC by the vendee and vendor and incorporated in the contract, the applicable rules and regulations for provision of manpower services will be as per the terms and conditions mentioned in the tender enquiry.

9. **Consignee details:** Principal, Army Public School, Dagshai.

10. **Performance Bank Guarantee.** Performance Security Deposit to the purchaser amounting to Rs 4,50,000/- (Rupees four lakh & fifty thousand only) will be furnished by the supplier in the form of Performance Bank Guarantee (PBG) issued by a Nationalized Bank or a Private Bank authorized to conduct Government Business in the form of Demand Draft in favour of Principal Army Public School, Dagshai within 07 working days after issue of Acceptance of Tender. This deposit will be refundable without any interest thereon 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 by the contractor.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

11. **Payment of wages.** Contractor will explain salary structure and EPF/ESI benefits to be given to individual employees by organizing interaction at school premises on commencement of contract. The contractor will pay wages as per nerrick rates promulgated by HP Govt and wages will be paid by 07th day of the following month failing which penalty of 0.5% will be imposed per day. The following will be ensured by agency providing outsourced manpower:-

(a) Where the employment of any manpower services 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.

(b) Each claim bill of the contractor must accompany details of security and housekeeping 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. **The contractor will give EPF Statement of individual employees on quarterly basis and give its feedback to APS Dagshai. The contractor will hand over ESI cards of individual employees and give feedback to APS Dagshai in writing within one month of contract being signed. If contractor fails to provide ESI Card and EPF Statement of individual employee in due time, in that case, APS Dagshai will impose penalty on admin charges @ 10% (5% for ESI & 5% for EPF Statement) per month.**

(c) The contractor shall be responsible for providing all statutory benefits to the personnel employed by APS Dagshai including off day(s) after 6 days & holidays as per policy for outsourced employees, PF, ESI etc. & the documentary proof of the same has to be attached with each month's bill.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

(d) The contractor shall be liable to make disbursement of payment among the its employees 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. All payments will be made through bank.

(e). Number and category of required manpower services may be increased/decreased during contract period as per the requirement of APS Dagshai. Contractor will firstly make payment of outsourced employed by APS Dagshai as per approved wages by APS Dagshai. The payment will be made by APS Dagshai bycheque within 15 days after submitting the bills by contractor in the school. No Interest will be paid on late payment. The contractor will submit the monthly wages bill by 15th of every month along with verified employees details for payment.

(f) **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.**

(g) **Rent and allied charges for water electricity charges** of outsourced employees living in accn allotted by school in school campus will be deducted at fixed rates by APS Dagshai from payment made to outsourced employees.

12. **Labour Records** The contractor 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.

13. **Inspection of Books and Slips.** The 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 contractor shall submit periodical return as may be specified from time to time.

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

15. **Force Majeure.** If at any time, during the continuance of this contract, the performance in whole or in part by either contractor 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) neither contractor 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 APS Dagshai 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 contractor may, at his option, terminate the contract.

16. **Uniforms.** Two sets of uniforms will be given to outsourced employees by contractor through uniforms contractor of APS Dagshai. contractor will make direct payment to uniforms contractor of APS Dagshai and claim the same amount from APS Dagshai.

17. 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 school. Mobile phones of pers visiting academic block incl school faculty will be kept/deposited at security check post.
18. The contractor shall ensure that the manpower provided by it maintain perfect discipline and behavior and they shall not in any manner cause any interference, annoyance, nuisance to the management of APS Dagshai or its business or work or its officers/ employees/other contractors.
19. The contractor agrees and undertakes that the manpower services provided by the security guards shall be to the entire satisfaction of the APS Dagshai and APS Dagshai will make it clear to the man power and security guards that the latter are employees of the contractor and they shall have no claims against APS Dagshai and they 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 contractor shall be responsible for providing such amenities to its employees/security guards admissible under the law/rules/service conditions. Outsourced employees will not be part of any union.
20. The contractor will indemnify the APS Dagshai against any claim, loss, damage occurred, or caused to the due to willful acts or omissions or carelessness or negligence of the security guards/employees employed by the contractor, while on duty.
21. The contractor will obtain license, if any, required under the local or central laws for providing security services to the APS Dagshai.
22. The APS Dagshai shall be entitled to supervise the services provided by the contractor 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 contractor to immediately recall the particular person and substitute him by another and the contractor shall comply with such directions issued by the contractor forthwith.
- 23. The Contractor will detail a supervisor to frequently supervise & oversee the discipline and functioning of manpower and interact with APS Dagshai who will be on monthly salary of contractor. If an employee is absent, the contractor will provide additional manpower immediately.**
24. On expiry or earlier determination of this agreement, the contractor 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 contractor will be released after handing/taking over of the man power with related documents of each individual.**
25. 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 contractor will not be entitled to lodge any claim against the decision of the said authorities.
26. The stamp duty on this agreement and duplicate thereof shall be borne by the contractor. The original shall be retained by the APS Dagshai and the contractor shall retain the duplicate.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

27. Unless otherwise agreed upon, the respective addresses for communication in respect of any matter relating to this agreement shall be in written.

28. The Bank solvency up to Rs 45 Lakhs issued by any Nationalized Bank and proof of average turnover more than Rs 50 Lakhs (Rupees fifty lakh only) must be attached with tender form issued after 01 Sep 2025.

29. The vendor preferably should be/have been dealing in similar class of services and which they have successfully completed during the last three years to any other organization and furnish the details thereof (with proof) along with tender documents. In case tender is awarded, the board detailed by School Management Committee will check the same on ground.

30. The tenders are subject to the approval by the board of officers detailed by the Chairman, APS Dagshai, who do not bind themselves to give reason for rejecting any tenders.

31. Conditional tender will not be accepted.

32. 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

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

PART III – STANDARD CONDITIONS OF RFP

THE BIDDER IS REQUIRED TO GIVE CONFIRMATION OF THEIR ACCEPTANCE OF THE STANDARD CONDITIONS OF THE REQUEST FOR PROPOSAL MENTIONED BELOW WHICH WILL AUTOMATICALLY BE CONSIDERED AS PART OF THE CONTRACT CONCLUDED WITH THE SUCCESSFUL BIDDER (I.E. VENDOR IN THE CONTRACT) AS SELECTED BY THE USER. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID SUBMITTED BY THE BIDDER.

1. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract.** Normally the contract shall come into effect on the date of supply order signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated / provided in the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. **Arbitrator will be appointed by the Chairman, APS Dagshai and hearing of the dispute or arbitration proceedings will be held at APS Dagshai. Disputes of any will be subjected to Distt Court Solan Only**
4. **Penalty for use of Undue Influence.** The bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the User or otherwise in procuring the contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution or the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Service Provider or any employed by him or acting on his behalf (whether with or without the knowledge of the Service Provider) or the commission of any other by the Service Provider or anyone, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the User to cancel the contract and all or any other contracts with the Service Provider and recover from the Service Provider the amount of any loss arising from such cancellation. A decision of the User or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Service Provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Service Provider towards any officer/employee of the Service Provider or to any other person in a position to influence any officer/employee of the User for showing any favour in relation to this or any other contract, shall render the Service Provider to such liability / penalty as the User may deem proper, including but not limited to termination of the contract imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the User.
5. **Agents / Agency Commission.** The Vendor confirms and declares to the User that the Vendor is the original supplier/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Vendor, nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Vendor agrees that if it is established at any time to the satisfaction of the User that the present declaration is in any way incorrect or if at a later stage it is discovered by the User that the Provider has engaged any such individual / firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Service Provider will be liable to refund that amount to the User. The Service Provider will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The User will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Service Provider who shall in such an event be liable to refund all payments made by the User in terms of the Contract along with interest at the rate of 2% per annual above LIBOR rate. The User will also have the right to recover any such amount from any contracts concluded earlier with Government of India.
6. **Access to Books of Account.** In case it is found to the satisfaction of the User that the Service Provider has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, Service Provider, on a specific request of the User shall provide necessary information/ inspection of the relevant financial documents/information.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

7. **Non - disclosure of Contract documents.** Except with written consent of the User & Service Provider that party shall not disclose the contract or any provision, specification, r plan design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages.** In the event of the Service Provider's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials provision of manpower services, training, etc as specified in this contract, the User may, at his discretion, withhold any payment until the completion of the contract. The USER may also deduct from the SERVICE PROVIDER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher that 10% of the value of delayed services.

9. **Termination of Contract.** The User shall have the right to terminate this Contract in part or in full in any of the following cases:-

9.1. If the contractor fails to provide the manpower services or replacement of absentees for causes not attributable to Force Majeure for more than **05 days** in succession.

9.2. The Service Provider is declared bankrupt or becomes insolvent.

9.3. As per decision of the Arbitration Tribunal.

9.4. If contractor fails to pay wages of employees on due date.

9.5. If contractor does not deposit EPF/EST on due date.

10. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting.** The Service Provider has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract. **The rates shall remain unchanged as mutually agreed throughout contract period ie 01 Apr 2026 to 31 Mar 2027.**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

PART IV – SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Service Provider in the Contract) as selected by the User. Failure to do so may result in rejection of Bid submitted by the Bidder.

Note :-

1. While submitting the Acceptance of tender enquiry, the following points will be ensured :-
 - 1.1. Acceptance of tender enquiry, bear distinctive identification mark of the vendor.
 - 1.2. Acceptance of tender enquiry will have a tag showing identification details such as the name of the item, name of the vendor /OEM, TE number and date.
 - 1.3. List of all documentary proofs such of Firm Registration, PAN, ESI, EPF, etc will be provided with the acceptance of tender enquiry.
2. The prospective suppliers will furnish the details of such nature of jobs executed by them previously with any agency in India/ abroad. In absence of experience in field the tender is likely to be rejected.
3. Qualified bidder will be provided technical assistance during commission of job.
4. The list of facilities /services provided by the bidder during the contract period.
5. **Repeat Order Clause.** The contract will have a Repeat Order Clause, wherein the Service/items Provider/Supplier can order to extend contract for a period not more than one year on the same terms and conditions from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the User to place the Repeat order or not.
6. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, User reserve the right to **50%** plus/minus increase or decrease the quantity of the required services upto that limit without any charge in the terms & conditions and prices quoted by the Service Provider. While awarding the contract, the quantity ordered can be increased or decreased by the User within this tolerance limit.
7. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through Cheque/NEFT
 - 7.1. The payment will be made by cheque within 20 days after submitting of bills to APS Dagshai. No interest will be paid on late payment.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

8. **Paying Authority.**

8.1. The payment of bills will be made on submission of the following documents by the seller to the Paying Authority alongwith on monthly basis:-

8.1.1. Ink-signed copy Commercial invoice / seller's bill.

8.1.3. Proof of payment for EPF/ESI contribution with nominal roll of beneficiaries.

8.1.3. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order / contract) (Mandate form duly signed by bank).

8.1.4. Satisfactory certificate from the user.

9. **Risk & Expense Clause.**

9.1. Should the services or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the services or any installment thereof, the User shall after granting the Service Provider 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

9.2. In case of a service breach that was not remedied within 45 days, the USER shall, having given the right of first refusal to the USER be at liberty procure from any other source as he thinks fit, other services of the same or similar description to make good :-

9.2.1. Such default.

9.2.2. In the event of the contract being wholly determined the balance of the services remaining to be delivered there under.

9.3. Any excess of the value of any services procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SERVICE PROVIDER. Such recoveries shall not exceed 10% of the value of the contract.”

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

10. **Force Majeure Clause.**

10.1. Neither party shall bear responsibility for the completed or partial no performance of any of its obligations (except for failure to pay and sum which has become due on account of receipt of services under the provisions of the present contract), 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 operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

10.2. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time action of these circumstances and their consequences.

10.3. The part for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstance immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

10.4. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

10.5. If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

11. **Specification.** NOT APPLICABLE.

12. **Quality.** The quality of the services delivered according to the present Contract shall correspond to the conditions and standards valid for the deliveries of the same services for India and shall also include therein modification to the services suggested by the User. Such modification will be mutually agreed to.

13. **Quality Assurance.** Not Applicable.

14. **Inspection Authority.** The Inspection will be carried out by the representative of the user. The mode of Inspection will user inspection. Satisfactory certificate will be issued by the user on basis of work/services.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** Two Bid system will be adopted for finalizing the contract. The broad guidelines for evaluation of Bids will be as follows :-

1.1. **Technical Evaluation.** Technical Bids will be evaluated on the eligibility and qualifying requirements given at Page 2 Para 5 of RFP.

1.2. **Commercial Bids.**

1.2.1. Commercial Bids of only those bidders will be evaluated whose Technical Bids fulfill the eligibility and qualifying requirements of the RFP.

1.2.2. The Lowest Bids will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below.

1.2.3. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation.

1.2.4. The Lowest Acceptable Bid will be considered further for placement of contract /Supply order after complete clarification and price negotiations as decided by the User.

2. **Technical Bid Format.** The Technical Bid Format is be used is attached at Appendix 'A'. Bidders are required to fill ti up correctly with full details and attached the required documents alongwith signed copy of the RFP.

3. **Price Bid Format to be used for L-1 determination.** The Price Bid Format is attached as BoQ at Appendix 'B'. Bidders are required to fill it up correctly with full details, as required under Part-II Of RFP.**Determination of L1 bidder will be on the basis of lowest admin charges quoted by the bidders .**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI**TECHNICAL BID FY 2025-26**

1.	Name of Applicant / Company	Remarks
2.	Address for correspondence _____ _____	
3.	Contact Person: _____ Telephone Nos. _____ Mobile _____ Email ID _____ Detail(s) of bank account(s) of the Firms/dealers/proprietors. Name of account ho _____ Account No _____ IFSC Code _____ Name of Bank _____ Address _____	
4.	Type of Organization: (a) An individual (b) A proprietary firm (c) A firm in partnership (Attach copy of Partnership) (d) A Limited Company (Attach copy of Article of Association)	
5.	Place and Year of Incorporation	
6.	Name of Proprietor / Director / Partners in the organization and their status along with their qualifications.	
7.	Documents in support of the turn over for past 3 (three) years up to 31st March 2025.	
8.	Any other Information	

DETAILS OF CONTACTS COMPLETED DURING THE LAST 3 YEARS**(DETAILS TO BE FURNISHED IN THE FOLLOWING FORMAT)**

Sr. No	Name of contracts	Scope of Service	Value of contract	Date of start/ completion	Name & Address of the client	Remarks

TURN OVER AND CAPITAL OF FIRM/COMPANY/DEALER FOR OF LAST THREE YEARS:

Sr. No.	Financial Year	Capital of firm	Turnovers
1	2022 - 2023		
2	2023 - 2024		
3	2024 - 2025		

DETAILS OF TENDER COST

Sr. No.	Draft No	Receipt No	Tender cost
1			Rs 500/-

DETAILS OF EARNEST MONEY

Sr. No.	Draft No	Receipt No	Earnest Money.
1			Rs 5,000/-

In addition to the above the applicant has to submit the following documents/ Information:

1. Copy of IT Returns
2. Copy of valid GST/TIN Number.
3. Copy of Balance sheet of last year.
4. Copy of PAN Number
5. Bank Solvency up to 45 lakhs issue by National Bank.
6. Registration of firm/agency/Company
7. Registration of firm with ESIC with IP No.
8. Registration of firm with EPFO with UAN
9. Challans for payment of EPF,ESI and GST for last 3 years.
10. Police verification from concerned police station for outsourcing of manpower

Notes

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

Checklist

Sl. No.	Name of the Particulars	Documents Required	Attached (Yes/No)
1	Tender cost	Demand draft /Utr No	
2	Earnest Money	Demand draft /Utr No	
3.	Proof of PAN & TIN/ GST	Copy of Certificate	
4.	Organization annual turnover and capital for past three Financial years.	Copy of Supporting Documents	
5.	Credentials	Work Order / Completion Certificate (if any)	
6.	IT Returns for last 3 (three) years.	Copies to be submitted	
7	Self attested and scanned copy of Bank Account	Copies to be submitted	
8	Registration of firm/agency/Company	Copies to be submitted	
9	Registration of firm with ESIC with IP No	Copies to be submitted	
10	Challans for payment of EPF,ESI and GST for last 3 year	Copies to be submitted	
11	Police verification from concerned police station for outsourcing of manpower	Copies to be submitted	
12	Acceptance of Terms and Conditions of the RFP duly signed & stamped.	Certificate	
13.	Pages 1 to 17 of RFP duly signed and stamped	Page 1 to 17.	

ARMY PUBLIC SCHOOL DAGSHAI

BoQ (FINANCIAL BID) OF WAGES OF MAN POWER FOR FY 2026-27

<u>Particular</u>	<u>Cook</u> <u>(Skilled)</u>	<u>Waiter</u> <u>(Skilled)</u>	<u>Masalchi</u> <u>(Semi</u> <u>Skilled)</u>	<u>Helper</u> <u>(Semi</u> <u>Skilled)</u>	<u>Ground</u> <u>Man</u> <u>(Semi</u> <u>Skilled)</u>	<u>Peon/</u> <u>Aya</u> <u>(Semi</u> <u>Skilled)</u>	<u>Driver</u> <u>Skilled</u>	<u>Safai</u> <u>Karamchari</u> <u>(semi</u> <u>skilled)</u>	<u>Security</u> <u>Guard</u> <u>(Semi</u> <u>Skilled)</u>	<u>Gate</u> <u>Keeper</u> <u>(Semi</u> <u>Skilled)</u>	<u>Mali</u> <u>(Semi</u> <u>Skilled)</u>	<u>MTS</u> <u>(Carpenter/</u> <u>Electrician/</u> <u>Masson/</u> <u>Fabricator)</u>
No of Staff	<u>5</u>	<u>5</u>	<u>6</u>	<u>6</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>15</u>	<u>9</u>	<u>1</u>	<u>2</u>	<u>4</u>
Basic (As per minimum HP Govt wages rates)												
Other Allce	3888	1055	824	1970	824	1970	4873	1597	2786	2944	1970	4873
Total A												
PF 13%												
ESI 3.25%												
Bonus 8.33%												
Total B												
Admin charges @ _____												
Salary per month												

CALCULATION OF SALARY IN HAND FOR FY 2026-27

In Hand Salary	Cook	Waiter	Masalchi	Helper	Ground Man	Peon	Driver	Safai Karamchari	Security Guard	Gate Keeper	Mali	MTS
Basic Wages												
Add - Other Allce												
Total												
Less : PF 12% of Basic												
Less : ESI .75% of basic												
Add : Bonus 8.33% of basic												
Salary in Hand												

(Signature & date with stamp of the Contractor)

