

ARMY PUBLIC SCHOOL KANPUR

TENDER FORM FOR PROVIDING OF SECURITY GUARDS

1. Army Public School Kanpur is looking for providing of security guards for round the clock security of the school. In view of the same quotation from the registered reputed firms are here by invited.

Details of Firm

(a) Name of the Security Agency _____

(b) Name of Prop _____

(c) Regn No _____

(d) Details of ESIC & EPF being paid in respect of Security Guards :-

(i) ESIC Code No _____

(ii) EPF Code No _____

(Supported with copies of EPF/ESI/Service Tax Regn Cert & copy of license issued by Regional Labour Commissioner)

2. **Details of Guards required**

04 x Guards for Senior Wing

03 Guards for Primary Wing

3. Rates (To be filled by the Agency in detail)

Total :-

4. **Details of Bankers with Address & Contract No**

I solemnly state that all the details quoted above are true to the best of my knowledge and belief. I also understand that in case the above details given by me is found to be false at any stage the quotation are liable to be cancelled with out giving prior notice.

Place :

Signature _____
Head of the Agency

Dated :

Note : - Form to be submitted along with covering letter by 15 Mar 2024. For the duties and discipline of the guards please see on the reverse page).

DUTY AND DISCIPLINE

1. That the Security Agency shall be obliged to comply with the following :-
 - (a) The Agency will be responsible for the safety and security of all the properties and belongings of the school.
 - (b) Not permit or carry on any unlawful activity or create indiscipline in the school premises.
 - (c) To solely responsible for employment, dismissal, termination and re-employment of its staff and personnel and shall the school informed with all developments in this regard.
 - (d) To pay all dues of its employees keep the school absolved and indemnified from any liability in this respect.
 - (e) To be responsible for behavior of its staff and personnel, their turnout and uniform and ensure good conduct, cooperation and discipline towards Principal and official of the school.
 - (f) Take appropriate corrective and disciplinary action against its employees against whom the school notifies.
 - (g) On expiry of this agreement of Security Agency shall be liable and responsible to make all statutory payments to its staff and personnel and make all other statutory obligation and liability and obtain suitable discharge in favour of the school so that no liability or obligation devolves on the school.

TENDER ELIGIBILITY CRITERIA

1. PSA shall have license of U.P Government under Private Security Regulation Act 2005 for running the security business.
2. PSA must have minimum two years' experience in providing security services in any of the reputed Educational Institutions/School/College.
3. PSA should produce last three years ITR before award of Tender.
4. PSA should have minimum five crore turnover in last three years.
5. PSA must have experience of minimum three years in providing Security Services.
6. Agency should produce Satisfactory Performance Certificate of Security Services from minimum three Organizations.
7. Service Charges should not be less than 2% of the total cost of wages as per U.P Govt. Minimum Wages Act/Rules.
8. PSA should have compliance of Minimum 1000 employee in PF & ESI.

ARMY PUBLIC SCHOOL KANPUR

**TENDER FORM FOR RUNNING AND ESTABLISHMENT OF WET CANTEEN IN
ARMY PUBLIC SCHOOL KANPUR**

1. Army Public School Kanpur is looking for a contractor to run wet canteen within the school campus. In view of the same quotation for the same are hereby invited :-

Details of Vender

- (a) Name _____
- (b) Father's Name _____
- (c) Address _____

2. Previous experience of running of wet canteen (preference to be given to ex-serviceman)

3. Proposed rate of monthly rebate, not less than Rs 9000/- _____. To be deposited by 5th day of each month.

4. The school will provide room and space only. All the required amenities for the wet canteen will be provided by the bidder. The wet canteen will be Establishing and complete setup including the following:-

- (a) Beautification & renovation of the existing canteen room.
- (b) Complete furnishing including wall mount/ inbuilt cupboard to keep various items.
- (c) Refrigerators for Juices/Ice creams.
- (d) Modular kitchen with all necessary kitchen items/utensils to prepare food/snacks. for school children.
- (e) Adequate seating arrangement in front of the canteen area.
- (f) Provide at least 3x sale counter be established in canteen area for selling of items to children.

5. **Terms and Conditions**

- (a) The contractor will provide eatables to the students and staff as per requirement
- (b) Rates of eatable to be fixed by the school committee after survey of local market.
- (c) Suggested list of items to be sold in wet canteen is attached.
- (d) The contractor will ensure quality of items. Inferior quality items will never be sold. The school committee will monitor the same time to time.
- (e) Hygiene and sanitation of school wet canteen will always be maintained and there will be no negligence on cleanliness of the wet canteen.
- (f) Medical checkup of employees working in the wet canteen to be done on monthly basis. Unhealthy and sick personal will never be employed in the wet canteen. The dress of the employees be as per FSSAI guidelines.
- (g) Rebate will be deposited by the canteen contractor in the school account on quarterly basis in advance.
- (h) Refundable security deposit of Rs 25000/- will be deposited by the contractor in school account in advance on finalization of the contract.
- (j) Behavior of wet canteen staff will be cordial.

(k) Police Verification Report in respect of contractor and his employees will be deposited to the school authorities by the contractor within a month of finalization of the contract.

(l) Initially the contract will be given for one year and the same may be extended by the school management based on the performance of the contractor.

(m) The school management may terminate the contract prematurely by giving one month notice and similarly the contractor may close the canteen by giving one notice to the school authorities.

6. I solemnly state that all the details quoted above are true to the best of my knowledge and belief.

Place & Date

Signature of Contractor _____