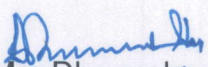


ARMY PUBLIC SCHOOL, DANAPUR CANTT

REQUEST FOR PROPOSAL (RFP) AGAINST LIMITED TENDER

OUTSOURCING / HIRING OF GROUP 'D' STAFF
IN ARMY PUBLIC SCHOOL, DANAPUR CANTT

1. The bids under limited tender inquiry are invited by the Chairman, Army Public School, Danapur Cantt for procurement of equipment listed in Part II of this RFP.
2. This RFP is divided into five parts.
 - (a) **Part I** - Contains General information and instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - (b) **Part II** - Contains of Technical Specification and essential details of the services as per Advertisement.
 - (c) **Part III** - Contains Terms and Conditions for Outsourcing/Hiring of Gp 'D' Staff./Bidder.
 - (d) **Part IV** - Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder. **-Not Applicable.**
 - (e) **Part V.** Contains Evaluation Criteria and Format for Price Bids.
3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
4. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below :-
 - (a) Bids/queries to be addressed to : APS, Danapur Cantt
 - (b) Postal address for sending the Bids : APS, Danapur Cantt
Patna (Bihar)-801503
 - (c) Name/designation of the contact Personnel : Ex (Hony Capt) R K Mishra
Head Clerk
APS, Danapur Cantt
 - (d) Telephone numbers of the contact personnel : 06115-221840/8709341775
 - (e) Official E-mail id : apsdanapur@awesindia.edu.in


(Mrs Dharmsheela Pandey)
Principal
APS, Danapur Cantt

PART I - GENERAL INFORMATION1. Critical Date Sheet

S No	Items	Date	Time
1.	Published date	30 Dec 2023	1000 hrs
2.	Bid submission start date	31 Dec 2023	1000 hrs
3.	Clarification end date	30 Jan 2024	0900 hrs
4.	Bid submission end date	31 Jan 2024	1400 hrs
5.	Bid opening start date	03 Feb 2024	1300 hrs

2. Manner of Depositing the Bids. The Bids will be submitted in the following manner :-

(a) Technical Bid & Commercial Bid may also be sent by hand, by Post. Late tenders will not be considered.

3. Bid cover

(a) Bids will be submitted in **two envelopes duly marked Technical Bid & Financial Bid as per specification given in Para 1(Financial) & Para 2(Technical) of Part II of this RFP.** Time and date for opening of Bids as per PART I of this RFP. The due date for opening of the Bids (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

(b) **The financial Bids will be opened only for those vendors whose technical bids are declared to be valid by Tender Evaluation Committee (TEC) as per specifications mentioned at Para 2(a) to (h) of Part II. The financial Bids will be opened within two days after the approval of TEC board proceedings.**

4. Location of the Tender Box - Head Clerk Office, APS Danapur Cantt.

5. Opening of Bid

(a) The Technical Bids shall be opened as per date mentioned in Part I of this tender document. The evaluation of technical Bid will be carried out off-line and the result of the evaluation will be intimated to vendors/participants.

(b) The Commercial Bids of only those Bidders, whose technical bids meet all the stipulated (Technical) requirements, shall be opened.

6. Forwarding of Bids. Bids should be forwarding by Bidders under their original memo/letter pad internal furnishing details like TIN number, GST No, Bank address with NEFT Account if applicable, etc and complete postal & e-mail address of their office.

7. Clarification regarding contents of the Bids. A prospective bidder who requires clarification regarding the contents of the bidding documents **shall notify the purchaser in writing and the purchaser will respond in writing to the clarifications sought not later than two days prior to the date of opening of the tenders.** Copies of the query and clarification by the purchaser shall be sent to all prospective bidders who have received the bidding documents.

8. Rejection of Bids. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

9. Validity of Bids. Validity of bids should be **120 days from the date of bid opening.**

PART-II : OUTSOURCING / HIRING OF GROUP 'D' STAFF
IN ARMY PUBLIC SCHOOL, DANAPUR CANTT

1. Schedule of Requirement / Details of Services is as follows:-

S/No	Post	No of vacancies	Age	Qualification
(a)	House Keeping Staff (Safaikaramchari)	08	Between 30 to 45 Yrs	Matric pass or equivalent from a recognized Board. <u>Desirable</u> One year experience in the trade.
(b)	Security Guard (Watch & ward)	06	(i) Between 30 to 40 Yrs (ii) Preferably ESM, 30-45 Yrs	Matric pass or equivalent from a recognized Board. <u>Desirable</u> One year experience in the trade.
(c)	Electrician	01	(i) Between 30 to 40 Yrs (ii) Preferably ESM, 30-45 Yrs	ITI qualified in respective trade. <u>Desirable</u> One year experience in the trade.
(d)	MTS (Bus Driver)	01	(i) Between 30 to 40 Yrs (ii) Preferably ESM, 30-45 Yrs	Matric pass or equivalent from a recognized Board & License of Heavy Vehicle. <u>Desirable</u> One year experience in the trade.

2. **Technical Bid should contain the following :-**

- (a) **Specifications.** Schedule of Requirement/Details of Services mentioned in Para 1 above.
- (b) **Requirement of Training/On-Job Training.** Required.
- (c) **Requirement of Installation /Commissioning.** Not Applicable.
- (d) **Requirement of Factory Acceptance Trials (FAT), Harbor Acceptance Trails (HAT) and Sea Acceptance Trials (SAT).** Not Applicable.
- (e) **Requirement of Technical documentation.** Not Applicable.
- (f) **Nature of assistance required after completion of warranty.** Not Applicable.
- (g) **Requirement of Pre-Site/Eqpt Inspection.** Not Applicable.
- (h) **OTHER DETAILS TO BE SUBMITTED IN TECHNICAL BID :-**
- (i) Firm Registration Certificate by Authorizing agency/Licensing authority.
 - (ii) Address Proof of Firm on Non judicial stamp paper Rs 10/-.
 - (iii) Copy of Aadhar Card
 - (iv) Copy of PAN/TAN
 - (v) Registration Certificate of GST
 - (vi) ITR (03 years)
 - (vii) EPF Registration No (Copy attach)
 - (viii) ESI Registration No (Copy attach)
 - (ix) Affidavit that firm is not blacklisted by any client in last 3 years.

PART – V**FORMAT FOR PRICE BID (All Figures in Rs)**

S/No	Category of Manpower	Number of Manpower	Unit Daily Rate	Unit monthly remuneration	EPF Rate ()%	ESI Rate ()%	Monthly Unit Rate (5+6+7)
1	2	3	4	5	6	7	8
1.	House Keeping Staff (Safaikaramchari)	Per Man					
2.	Security Guard (Watch & ward)	Per Man					
3.	Electrician	Per Man					
4.	MTS (Bus Driver)	Per Man					

NOTE :-

- Where both central and state Govt have fixed the minimum rates of wages, the rate of wages whichever is higher will be applicable. The bidder should not quote rates less than the minimum wages rates prescribed otherwise quotation will not be accepted.
- Payment of service tax is exempted under section 93(1) of the Finance Act 1994 (Circular No 172/7/2013-ST Govt of India, MoF Deptt of Revenue Central Board of Excise & Customs Tax Research Unit order No B1/14/2013-TRU dt 19 Sep 2013).
- In case of discrepancy between unit price and total price, the unit price shall prevail.
- TDS will be deducted as per rules.
- We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid documents and also agree to enter into the agreement on selection.
- I agree to deposit Bid Security @ Rs 3% of Bid amount in the shape of BGB from any nationalized/private Bank (Applicable on selection).

(Signature of Bidder)
(Stamp)

**PART-III : TERMS & CONDITIONS FOR OUTSOURCING/HIRING OF
GROUP 'D' STAFF FOR ARMY PUBLIC SCHOOL, DANAPUR CANTT
(PERIOD 01 APR 2024 TO 31 MAR 2025)**

1. The Outsourcing Agency agrees to **provide Group 'D' Staff as per advertisement** to the Customer as per the following conditions:-

(a) Outsourcing Agency to ensure the suitability, correctness & credentials of all Gp 'D' Staff being engaged/provided to the School . Aadhar Card, Police Verification document, Character certificate, Physical/Medical fitness certificate, Educational qualification and Experience certificate to be submitted to School within 15 days of acceptance of selected Bid.

(b) **Outsourcing Agency will provide Security Guard on 24/7 basis and Safai Karamchari/Housekeeping Staff, Electrician & MTS (Bus Driver) as per School working days required** for Army Public School, Danapur Cantt.

(c) Outsourcing Agency will provide required No of Gp 'D' staff as per advertisement to included existing school staff, ex-servicemen, civilian trained guards and one lady guard for day shift for the School. **Outsourcing agency is responsible to ascertain loyalty and integrity of the Gp 'D' staff provided to the school.**

(d) The civilian guards should be trained through a reputed agency in guard duties and drills. **The security Agency will provide a certificate to this effect.**

(e) **Duty timings of Safai Karamchari, Electrician & MTS (Bus Driver) will be as per requirement of school with respect to change in school timings.**

(f) All Gp 'D' Staff provided to the School to wear proper uniform to be provided by the Selected Outsourcing Agency.

(g) The Customer will be the final authority in deciding the number of personnel and their shift in consultation with the Outsourcing Agency. Selected Agency will be responsible to monitor & supervise all Staff engaged for the School.

(h) The Outsourcing Agency will be responsible for the safety & security of School property & protection against burglary/theft or any emergency 24x7.



- (j) Ensuring honesty & integrity of the engaged staff, obedience, discipline & accountability among the engaged staff towards the school, children & school property.
- (k) Providing immediate suitable replacement for staff absent from duty on any given day & ensuring that school work is never disrupted/hampered.
- (l) To remain vigilant & watchful of students activities in common areas & using the washrooms & report to the authorities anything suspicious or inappropriate in their conduct.
- (m) The Outsourcing agency is also responsible for the safety & security of children and staff against any attack as School is the most vulnerable target.
- (n) Provide replacement/reliever for the person proceeding on eave or not reporting for the duty and will ensure that total strength of Gp D Staff at no point of time is depleted.
- (o) Arrange for transportation of personnel from their place of residence to Army Public School and back. Army Public School will not provide transport facilities to any personnel.
- (p) In case of any loss to the property and stores/items due to negligence, carelessness or theft, the same/damage cost will be paid to the school withing 10 days of the damage/theft. Else the same will be recovered from the security deposit.
- (q) Principal to be intimated regarding change of housekeeping staff /security guard/Electrician & MTS (Bus Driver) at least two days prior to replacement.

Covenants of Outsourcing Agency and Customer

2 (a) Outsourcing Agency shall :-

- (i) Absorb on its staff strength existing staff of the School (Category wise) found to be physically, mentally & medically fit in respective category & Staff to abide by the Terms & Service Condition of the Service Agency.
- (ii) Provide Pay Protection, Provision of EPF & ESI to be provided to the absorbed existing Group 'D' School Staff and to be included in Terms & Conditions as laid down by the Selected Outsourcing Agency/the Service provider to the school.



(iii) The Outsourcing Agency will be on probation period for 1st month withing which the Chairman/Principal, Army Public School, Danapur Cantt can terminate the services, if found lacking in any of the conditions mentioned in the contract.

(iv) Outsourcing agency to ensure suitability, integrity and accountability of engaged staff be responsible for providing correct credentials and Police verification documents to confirm moral character of all staff provided to the School and provide copy of the same to the school within 15 days of signing the contract.

(v) Maintenance of the campus & Security of the school will be carried out by Outsourcing agency/guard strictly as per terms & Conditions. Any lapses in duty & security of the school or absence of your guard without proper replacement will lead to cancellation of the contract immediately and given to the next Selected Agency (L2) to carry out the tasks of housekeeping & security of the school.

(b) **Customer shall :-**

(i) Maintain a record of the housekeeping staff/security guards reporting for the duty and their deployment during the day and night in consultation with the Security Agency.

(ii) Any misconduct on the part of security guards will be reported to Security Agency and will be within customer's right to ask for replacement.

(iii) Provide place for proper functioning of the security guard and their rest during on/off shift.

(iv) Surprise visits by designated school staff during nights to check their alertness.

(v) Maintain a record of Gp 'D' Staff reporting for the duty and their deployment during the day and night in consultation with the Security Agency.



3. Responsibilities of Security Guards :

(a) Security personnel are required to maintain high alert for any suspicious activity and will report the same to authorities. This may include suspicious persons in and around school premises, including those taking photographs or making videos, suspicious vehicles in and around campus, any suspicious package around the school building perimeter or in the school and report to the authorities if tries to seek any information about the School on phone or in Person.

Ensuring confidentiality about anything/any information related to the School will be the responsible of the outsourcing Agency.

(b) Security Guards will be deployed to guard and restrict the entry of outsiders at all the gates of Army Public School. No item/store of any type including building material will be allowed to be taken out from the school or enter inside the school without prior permission of the Principal.

(c) The guards will also be responsible to control traffic on the road in front of School gates in the morning and when school gets over and students board the buses to avoid any incident/accident.

(d) Ensuring use of designated parking areas for visitors and that no unauthorized vehicle comes inside the school premises.

(e) The Security Guards will do the supervision and monitoring of parking areas outside the school.

(f) Identifying suspicious movement and handling of suspicious packages / items found in and outside the campus.

(g) Routine inspection of all buildings (Classrooms, Staffrooms, Offices, Labs, Lib etc) playground, assembly ground, cycle stand, and staff parking before and after the school hours by the Security Guards.

(h) Ensuring that classroom windows and doors are closed and locked after the school gets over.

(j) Guards will lay stress upon supervision before, during and after school, both inside the school building, in campus, on campus, corridor, stairs, buys parking and wet canteen area by security guards.



(k) Proactive approach for visitor access and control.

(l) Guards will ensure the use of single gate for the outsider/ visitors.

(m) Verifying the identity of every visitors, service personnel or vendors visiting the school.

(n) Not allowing entry to any suspicious individuals representing themselves as service or delivery personnel who fail to prove their identity.

(o) Maintaining detailed and accurate records of all visitors/entries to School including a record log of full Names, Add, Mobile Number, organisation's names, vehicle's information, time of arrival, departure and other identification information.

(p) Extra security measures should be taken by the security guards positioned at various gates of Army Public School, Danapur.

(q) Vehicle entry beyond checkpoints should be checked by the guards.

(r) Any Vehicle entering through the gate in school will be properly checked and inspected.

(s) Any unattended access point to the school property should be secured with locks.

(t) Unsupervised site entrance may be secured during low use time to access control purpose.

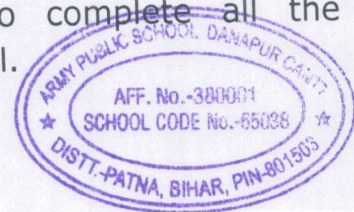
(u) All School gates to be closed immediately after the arrival of children till the dispersal of children begins, to prevent any easy intrusion.

(v) The night shift guard will patrol the entire school premises at night to ensure safety & security.

(w) All guards should be trained enough to handle monitoring of CCTV Camera on Desktop provided in Guard Room.

4. **Responsibilities of Housekeeping staff (Safaikaramchari) :**

(a) Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by OIC. Cleaning activity shall start in the morning as per school timings so as to complete all the dusting/cleaning/mopping work before open the school.



- (b) Through cleaning of all toilets using required detergents by putting naphthalene balls and air purifier in all urinals, wash basins.
- (c) Cleaning of general toilets at least thrice daily during working hours with phenyl and detergent etc and maint the toilet floors dry during office hours. Cleaning of windows and window slits of all toilets to be done regularly. Wash basins, urinal are to be cleaned with suitable detergents. Flushing system of all toilets to be checked regularly.
- (d) Perform routine cleaning of the internal & external areas to meet the required service standard.
- (e) Ensure cleanliness of all common spaces and space inside the location within project facility.
- (f) Perform cleaning and upkeep of exhibits and artifacts, IT & AV equipment's in the project facility as per directions of representative of client.
- (g) Ensure dusting/cleaning of all classrooms, furniture, sills, counters, screens , blinds & curtains, light fittings, doors etc to remove debris, stains, cobwebs and marks.
- (h) Ensure through cleaning of both sides of internal glass in doors and partitions incl frames and sill, spot cleaning of glass throughout the buildings. Shall also ensure removal of grease marks or finger prints glass counters and partition windows & structural glazing.
- (j) Ensure thorough cleaning of all landings, ramps, stairwells, fire exists, steps, entrances, porches, porticos, balconies, external light fittings etc.
- (k) Clean all water tanks and disinfects specially before start of rainy season and as instructed by client. Periodically clean drinking water tanks.
- (j) Ensure regular cleaning of storm water drain, manholes, sewage lines etc for removal of any blockages.
- (k) Cleaning of office working areas, removing dust from floors, windows, doors, furnitures, telephones, cupboards, air conditioners, filing Almirah, cabinets, glass panes, computers et with dry/wet duster or with suitable cleaning eqpt, mopping of floors with phenyl.
- (l) Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day.



- (m) Collection of waste paper from rooms, waste paper baskets, lobbied and putting in bags at the specified location daily during morning sitting .
- (n) Cleaning gulley trap and manholes within the surrounding of premises as and when required.
- (o) Lifting, carrying and disposing the dead birds, animals, rats, insects etc if found in and around the office building.
- (p) Removal of beehives and cobwebs/honey webs from the school bldg and its premises and cleaning and sweeping of open area incl balconies and roof tops.
- (q) Garbage containers/bins must be emptied, cleaned and dried inside and out, bin-liners replaced where necessary and placed in their original locations. Liners must be used at all times.
- (r) Service provider shall collect and waste papers, empty the garbage drums, waste paper baskets and arrange to carry away from the premises to the common garbage dump.
- (s) Service provider shall be responsible for arranging the transport and in consultation with client, shall identify the area/frequency for garbage disposal. Proper waste disposal system shall be adopted and collection points shall be defined.
- (t) Renovation Debris is to be stored at designated space at designated area.

Details scope of Toilets Cleaning Services :

- (u) All sanitary ware incl sinks, wash hand basins, WC bowls, seats, cisterns, covers, hinges, tops, undersides, rims, taps, showers, overflows, outlets, chain , plug, urinals, brushes, toilets roll holders, tiled surfaces, splash backs and vanity units must be properly cleaned so as to ensure that those are free from scum, grease, hair, scale, dust, soil. In addition, the surfaces should be disinfected.
- (v) All mirrors shall be cleaned and washed and all exhaust fans and vents shall be thoroughly cleaned.
- (w) Floors should be cleaned to the same standard as other bldns floors. In addition there should be no evidence of scum, mud, grease, grime, hair, soap and the floors must be disinfected.



(x) Paper bins would be cleaned and sanitized. All wash room dustbins would be thoroughly cleaned and sanitized . Trough washing of all walls and doors of all toilets with appropriate detergent and disinfect shall be ensured.

(y) Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day.

(z) Garbage containers/Bins must be emptied, cleaned and dried inside and out, bin-liners replaced where necessary and placed in their original locations.

5. **Responsibilities of Electrician :**

(a) Ensure daily operation of all electrical power system.

(b) Ensure minor maint and replacement of fuse, tube lights, bulbs, minor wirings etc.

(c) Ensure Switching on RO plant for filling water in tank.

(d) Ensure attending to power breakdowns in case of internal faults.

(e) Attending to complaints regarding non-functioning of the Acs and to report/rectify the defects in order to make the air conditioners functional at the earliest possible.

(f) Ensure daily checking of all light fixtures, points, bulbs and power sockets and changing the defective ones.

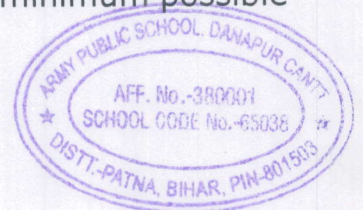
(g) Ensure checking of all the switches of standby equipment and all the operating condition.

(h) Ensure regular checking of all electrical panel, distribution boards and other electrical fixtures and to report/rectify any such abnormalities in performance or malfunctioning, if noticed within a reasonable period.

(i) To carryout preventive maintenance to ensure minimum breakdown.

(j) To prepare inventory of spares and ensure that critical spares are always available.

(k) To attend all service calls and breakdown within the minimum possible time period.



- (l) To inspect and clean contacts, if necessary, and check connection of motors, switch boards, equipment, etc on routine basis
- (m) To check and correct operations of all safety circuits and equipments.
- (n) To prepare log sheets for routine maint as per O&M manuals of difference electrical equipment and ensure that the instruction of such manuals are strictly followed for efficient and safe working of all such equipment.

DG Sets

- (o) Operation, start and stop their functioning as per the requirement or as per schedule that will be given by the client.
- (p) Checking of general functioning and observe noise and vibration levels.
- (q) Shall carryout day to day minor maintenance work which includes :-
- (i) Battery check
 - (ii) Specific gravity check
 - (iii) Oil level and temperature check.
 - (iv) Fuel leakage check.
 - (v) Oil pressure check.
 - (vi) Voltage and current check.
 - (vii) Monitoring of cable terminal and AMF panel.
 - (viii) Routine preventive maintenance.
- (r) Rectify minor defects which does not involve replacement of major and expensive parts or a complicated engineering expertise.
- (s) Promptly report about major defects/abnormalities in performance or malfunctioning of such DG sets.

6. **Responsibilities of MTS (Driver) :**

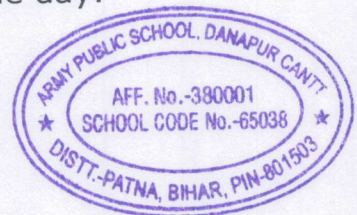
- (a) Ensure the safety of students while driving to and from school.
- (b) Conduct pre-trip inspections of the school bus to ensure it is in proper working order.
- (c) Follow a designated route and adhere to the schedule for timely arrivals and departures.
- (d) Maintain a clean and organized bus interior to provide a comfortable environment for students.
- (e) Monitor and enforce school bus rules and regulations to ensure a safe and orderly ride.
- (f) Report any disciplinary issues or incidents that occur during the bus journey.



- (g) Communicate effectively with students, parents, and school staff to address concerns or provide information.
- (h) Keep accurate records of daily mileage, fuel consumption, and any maintenance performed on the bus.
- (j) Be familiar with emergency procedures and protocols to respond effectively in case of an incident.
- (k) Assist students with disabilities in boarding and exiting the bus, ensuring their safety and comfort.
- (l) Stay informed about weather conditions and road closures that may impact the bus route.
- (m) Ensure that all required safety equipment, such as first aid kits and emergency exits, are functional and accessible.
- (n) Maintain a valid commercial drivers license (CDL) and comply with all licensing requirements.
- (o) Report any mechanical issues or malfunctions promptly to the appropriate authorities.
- (p) Participate in regular safety drills to ensure preparedness for emergencies.
- (q) Foster a positive and respectful environment on the bus, promoting food behaviour among students.
- (r) Stay current on traffic laws and regulations to ensure safe and legal operation of the school bus.
- (s) Take responsibility for the security of the bus keys and ensure that the bus is securely parked when not in use.

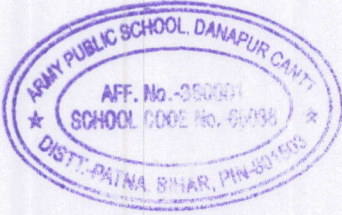
7. **Terms of Payment.** Following will be the terms and conditions for the payment:-

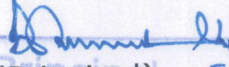
- (a) Payment will be made through cheque by the Principal.
- (b) Security Service Charges of Rs xxx (Rupees xxx) per month after deduction of Two Percent TDS will be paid in favour of selected agency. The above charges will be paid after completion of security services for the month and no advance will be paid.
- (c) No additional charges, other than the charges mentioned above will be paid.
- (d) If the number of security guards provided are less than specified for the day and night duty, Security Agency is liable to pay a penalty of Rs 1000.00 per person per day. Penalty will be deposited in School Account, Army Public School, Danapur within one day.



Period of Contract

8. The Period of Contract will come into effect from **01 Apr 2024** and will remain in force for a period of one year from **01 Apr 2024 to 31 Mar 2025** subject to revision and review at the discretion of the Customer. Customer reserves all the rights to cancel the above Agreement any time during the above period and the Selected Agency has no right to represent against the decision of Customer.




(Principal)
Army Public School
Danapur Cantt.