

ARMY PUBLIC SCHOOL

(A private unaided School under the aegis of
Army Welfare Education Society)

MILITARY STATION, BIKANER 334001

TELEPHONE NO - 0151-294837

1. Invites bids for outsourcing of the services of One Security Guard Supervisor and 18 Security Guards (**Unskilled - Watch and Ward without Arms**)
2. For Details & Tender documents interested bidder may visit the school **website www.apsbikaner.edu.in**. Bids in sealed envelope be submitted to APS Bikaner by **13 Oct 2024**.
3. Rates should be inclusive of all taxes.
4. Decision of management will be final and binding.

(School Management)

ARMY PUBLIC SCHOOL, BIKANER

Military Station, Bikaner

PIN-334001

E-Mail : apsbikaner@awesindia.edu.in

Website :- HQ AWES New Delhi www.awesindia.com

Tele No : 0151 294837

Tender Enquiry No : 1001/Outsource/School dt 04 Oct 2024

**TENDER ENQUIRY FOR OUTSOURCING OF THE SERVICES OF
UNSKILLED SECURITY GUARD AND SECURITY GUARD SUPERVISOR**

Subject :- Inviting Bid for outsourcing of the services of unskilled Security Guards and Security Guard Supervisor

Sir/ Madam,

1. Army Public School, Bikaner is a private unaided school functioning under the Army Welfare Education Society (AWES) C/o Adjutant General's Branch, Integrated HQ of Ministry of Defence, Govt of India.

2. Army Public School, Bikaner invites Tender through 2 (Two) bid system (i.e., Technical and Commercial bid) from the reputed/ registered service firms for providing manpower through service contract for the period of **one year (12 Months)**. Tenderers are advised to inspect and examine the site and surroundings to acquaint themselves fully with the description of services, time schedule and terms and conditions including all the provisions of the tender document before framing up their tender. For site visit and any clarification/ information/ assistance, the intending tenderer should visit at school at 1000 hrs from 04 Oct 2024 to 13 Oct 2024.

3 The address/ location of the school is as under :-

Army Public School
Military Station Bikaner
Pin-334001

4. **Submission of Tender.** The tender duly completed in all respects shall be submitted along with Earnest Money Deposit of **Rs 80,000/- (Rupees eighty thousand only)** drawn in favour of "Army Public School, Bikaner", payable at Bikaner. Tenders without Earnest Money Deposit are liable to be rejected. In case your tender is not accepted, this money will be refunded to you (without interest) after opening of tenders. You will be required to write an application to us asking for the same.

(a) Tender form will be submitted in a sealed cover with the technical bids and commercial bids in different envelopes contained in one envelope clearly mentioning

technical bids/ commercial bids. Address and Telephone number of the contractor must be mentioned on the opposite side of the envelope.

(b) Tender form will bear the caption “**OUTSOURCING OF THE SERVICES OF UNSKILLED SECURITY GUARD AND SECURITY GUARD SUPERVISOR.**”

(c) **Validity of Bids.** The Bids should remain valid till **180 days** from the last date of opening of tender.

5. **Location of the Tender Box.** Tender Box marked as “**OUTSOURCING OF THE SERVICES OF UNSKILLED SECURITY GUARD AND SECURITY GUARD SUPERVISOR**” is placed at Abhiruchi building of Army Public School, Mil Stn, Bikaner. Following guidelines may be followed while submitting the document: -

- (a) The physical receipt of specified document shall be mandatory prior to bid opening.
- (b) The non-receipt of the physical document shall render non-acceptance of the tech bid.
- (c) Only those document specified in the tender document and are found in the tender box will be opened.
- (d) Bids dropped in the wrong Tender Box will be rendered invalid.
- (e) No post-bid clarification on the initiative of the bidder will be entertained.

6. Envelope shall contain the following:-

- (a) **Earnest Money Deposit** of of **Rs 80,000/- (Rupees eighty thousand only)** in the form of Demand Draft/ Banker’s Cheque, drawn in favour of Army Public School payable at Bikaner which will be valid for 45 days after the date of submission of bids.
- (b) Technical bids and commercial bids in different envelopes contained in one envelope clearly mentioning technical bids/ commercial bids.
- (c) All pages of Tender documents including this page duly signed and seal affixed.

7. **Opening of Two Bid System.**

- (a) Two different/ separate bids namely Technical bid and Commercial bid duly sealed in separate envelop are required to be submitted together in a single envelop by the last date of submission of bids. The Technical Bids shall be opened as per critical date mentioned in this tender document. The evaluation of technical Bid will be carried out first.
- (b) In respect of two bid system service providers contractor/ firm/ bidder are required to furnish clause by clause compliance of specifications & bring out clearly the deviations, from specification if any. The Service Providers contractor/ firm/ bidder are advised to submit the compliance statement in as per the **Appendix A** along with Technical Bid.
- (c) Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/ suitable after Technical evaluation is done by the Buyer.

(d) The date, time and place for opening of the commercial bid will be intimated after acceptance of the Technical Bids.

8. **Schedule of Requirement.** Services required is outsourcing of the unskilled Security Guards and Security Guard Supervisor for Army Public School, Bikaner for the period of 01 year (12 Months). The details of work, working hours/ period, duties and scope of work (Services) required are given below : -

Description Services	Location	Required No of Guards/Supervisor	Duty hours
Security Guard Supervisor [Watch and Ward (without arms)] - Male	Army Public School, BIKANER	01	8 Hours
Security Guard [Watch and Ward (without arms)] - Male		18	8 Hours each

(a) **Code of Conduct.** The Contracting Agency shall ensure that their security personnel : -

- (i) Are always smartly turned out and vigilant.
- (ii) Are punctual and arrive at least 15 minutes before start of their shift.
- (iii) Take charges of their duties properly and thoroughly.
- (iv) Perform their duties with honesty and sincerity.
- (v) Read and understand their Post and site instructions and follow the same.
- (vi) Extend respect to all the Officers and staff of the School.
- (vii) Shall not be intoxicated while reporting and during conduct of duty.
- (viii) Will not gossip or chit chat while on duty.
- (ix) Will not leave the post unless their reliever comes.
- (x) Will never sleep while on duty post.
- (xi) Will not read newspaper or magazine while on duty.
- (xii) Will immediately report if any untoward incident/misconduct or misbehavior occurs, to the Contractor and the school.
- (xiii) When in doubt, approach concerned person immediately.
- (xiv) Will take periodic rounds around the premises.
- (xv) Security should not leave the post without the knowledge of the shift Incharge. If necessary the needful arrangement will be made by the Supervisor.
- (xvi) Security personnel should get themselves checked whenever they go out by the other shift security.
- (xvii) Are extremely courteous with very pleasant mannerism.

(xviii) Should not chew tobacco products while on duty.

(b) **Confidentiality.**

(i) The phone number and movement plans of the school staff will not be given to anyone.

(ii) The following information about the school staff will not be given to anyone.

(a) Car-make, color and number of higher officials.

(b) Telephone No./any other information.

(c) Location and movement plans.

(d) Meetings and conference schedules.

(e) Site plan of the premises.

(f) Travel details.

(c) **Security of Premises.** School is functional at three different locations separated by a distance of one kilometer in four different buildings. The Contracting Agency should ensure the protection of the property and assets of school along with the protection of environmental and natural assets viz. trees, plants, flowers etc. and water sources. The Contracting Agency should also ensure the following: -

(i) Contracting Agency shall ensure the protection of all the properties and personnel's of school against trespass and willful harm and anti-social elements, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble-shooting efforts.

(ii) Any theft, pilferages or damages to property, machinery, equipment, etc. entrusted to school or are in the custody of school or within school premises during the contract period shall be charged to the Contracting Agency, if it was caused due to negligence of the Contracting Agency. The decision of the competent authority of school will be full and final.

(iii) The Contracting Agency will also be responsible to ensure that no goods/ stores/ vehicle/ dry wood or scrap etc. goes out of the premises of school without proper authorization and/ or Gate pass.

(iv) The Contracting Agency shall properly train all its supervisors & guards to maintain liaison with the local Police, Fire Brigade Station and shall inform them first in case of any incidental eventually. The Contracting Agency will also liaison with "Authorized Person" of school at the office and will inform them immediately, even after office hours about any untoward incident happened in the premises of school.

(v) The Contracting Agency will undertake the firefighting operations. It is essential that all guards shall be fully trained in firefighting operations. They will also be required to conduct monthly fire drill and be updated on its operation and technique.

(vi) The Contracting Agency shall make serious efforts to control and eliminate the cattle menace, which include not only dogs but also other animals like cows, buffaloes, snakes, pigs, etc. from the campus premises.

(d) **Personal Movements.**

- (i) Personnel In and Out record to be maintained manually in the register in respect of official buildings.
- (ii) Security will keep record of the Sundays and holidays.
- (iii) Be polite with the visitors and ask them to sit till the concerned staff arrives.
- (iv) In case of Doubt the security can check the visitors in a proper way, subject to permission of administrations.

(e) **Patrolling Procedures.**

- (i) The guard must ensure that once the school is closed all the unwanted lights, Fans and Air conditioning units is put off.
- (ii) Security should not switch off the computers, which are left on.
- (iii) Patrolling in the Campus should be taken on an hourly basis once the office is closed.
- (iv) He will keep a watch on the activities of the casual laborers / contractors.
- (v) If he finds anything unusual/untoward, a written report must be given to the Administrative Officer.

(f) **Frisking/ Checking Procedures.**

- (i) All garbage being removed from the premises by the housekeeping personnel or anyone else must be thoroughly checked before they are being taken out.
- (ii) If anything untoward is found, it must be reported to Administrative Officer.
- (iii) If frisking / checking of the employee hand bags and also physical checking is not permitted, then the security will not be held responsible for the loss of all pocketable items like calculators, small music systems, any personal belongings of the staff, computer hardware and Laptops that can be taken away easily. However, Security Guards shall be liable in case the physical checking is permitted by the school.

(g) **Changing Over and Taking Over.**

- (i) He will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- (ii) Both the security guards / Supervisors will check the entire building thoroughly.
- (iii) Reliever guard should check all the documents, which are related to security before taking over charge.
- (iv) They should check all the systems which are in the facility / under security.
- (v) Occurrences report register to be maintained.
- (vi) Reliever guard should check previous shift guard before taking over charge.

(h) **Fire Control.**

- (i) Security should know where the fire extinguishers are located/ installed and be able to operate them immediately in case of any fire accidents.
- (ii) Check the life of the fire extinguishers, i.e. due date of next recharge. If the due date is over, give a written complaint to the administrative staff of school.
- (iii) In case of fire, prompt action be taken by the security to safeguard the life and property of the school.
- (iv) In the event of any fire, rush to the spot, muster all manpower available and take control of firefighting operations.
- (v) If necessary, security should call Ambulance team.
- (vi) School staff to be made aware to respond during emergency.

(j) **Emergency Procedures.**

- (i) The security should have all the addresses and contact numbers of nearest police station, hospital, ambulance and fire brigade.
- (ii) Security will immediately report if any untoward incident / misconduct or misbehavior occurs to the Contracting Agency and administrative Officer of school.
- (iii) Security person should know the entire emergency exits doors and main entry gates, so that he can take suitable action at a short notice.
- (iv) Identify the emergency and its gravity.
- (v) In case of emergency, ring the alarm bell/siren (If available)

(k) **Conduct of Staff.** This being an educational institute it is important for all security guard & security supervisor to have high standards of personal conduct including their turnout and communication.

9. **Technical Details.**

(a) The Contracting Agency shall provide security services at school premises as per assignment instructions stipulated in the Schedule of Works & Requirements, which may be amended from time to time by the school during the Contractual period and it shall always form part and parcel of the contract. The Contracting Agency shall abide by such assignments as provided by the school from time to time.

(b) The Contracting Agency shall provide security services as per the Assignment Instructions through its uniformed and trained personnel for the performance of its services hereunder and these personnel deployed shall be employees of the Contracting Agency only.

(c) The Contracting Agency shall also provide at its own cost all benefits statutory or otherwise to its employees and the school shall not have any liability whatsoever on this account. The Contracting Agency shall also abide by and comply with the Labour laws, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Act (Central Government), Contract Labour (Regulations Abolition Act) or any other law in force.

- (b) Contracting Agency must provide two sets each of winter and summer liveries to its security personal. No extra payments shall be claimed by the Contracting Agency or its deployed staff from the school for such items. The Contracting Agency shall have to ensure the quality of summer and winter uniforms, liveries so provided.
- (e) The personnel of the Contracting Agency shall not be the employees of the school and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty. The Contracting Agency shall make them known about this position in writing before deployment under this agreement. Undertaking from the personnel to this effect will be required to be submitted by the Contracting Agency to the school.
- (f) For all intents and purposes, the Contracting Agency shall be the 'Employer' within the meaning of different Labour Legislations in respect of manpower so provided and deployed in the school premises. The school does not recognize any employer-employee relationship with any of the workers of the Contracting Agency. The school shall not be under any obligation for providing employment to any of the worker of the Contracting Agency after the expiry of the contract.
- (g) In case of the termination of the contract on its expiry or otherwise, the persons deployed by the Contracting Agency shall not be entitled to any claim for absorption or any relaxation. The person deployed by the Contracting Agency shall be the employees of the Contracting Agency for all purposes.
- (h) The Contracting Agency shall provide first aid facilities for the security personnel deployed in the school premises.
- (j) The school shall not be responsible for providing residential accommodation to any of the employee of the Contracting Agency.
- (k) In case of any loss, theft/sabotage / liquidated damage (LD) caused by/attribution to the personnel deployed, the Army Public School BIKANER reserves the right to claim and recover the damages from contracting Agency.
- (l) **Age and Physical Standards.** Should be compliant with the requirements of Min of Labour and Employment of the Government of India. No individual less than 18 years (Date of Start of the Contract) or more than 60 years age (Date of end of contract) will be hired. The workforce should be physically fit and able bodied, capable of completing the work for which they have been hired.
- (m) **Police Verification.** All personal employed by the contracting agency will be verified by the police and the details of the same will be rendered as per asked periodicity.

10. **Quoted Price.**

- (a) The bidders shall quote unit rate which shall comprise of monthly remuneration as per State Government rules and services charges as per format attached at **Appendix 'B'**.
- (b) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.

(c) In case change in rates due to statutory reasons, only such change will be accepted and not any additional liability i.e. % age of profit/ service etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(d) No additional charges will be levied by the Service Provider to the Buyer in case any local taxes/ toll/ octroi are paid by Service Provider to any local/ civil authority during the operation of the contract

11. **Performance Bank Guarantee (PBG)**. The successful bidder within fifteen days of the acceptance of the Work Order shall execute Performance Bank Guarantee (PBG) from a nationalized or private sector bank, a sum of 3% of the Work Order value in favour of **Army Public School, Bikaner, payable at Bikaner**. The validity of the PBG must be upto 60 days beyond expire of contract. The PBG will be returned to the bidder on successful completion of all his obligations under the contract. The specimen of PBG is given in at **Appendix 'C'**.

12. **Terms and Conditions for Payment :-**

(a) Remuneration to the engaged staff shall be disbursed by the contracting agency into their bank account through RTGS/ NEFT, after obtaining authorization from engaged staff.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Army Public School BIKANER office/premises as per the monthly remuneration quoted without any deduction.

(c) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees to Army Public School, Bikaner supported with the following documents :-

(i) Details of disbursement made to the staff furnishing through RTGS/ NEFT details for each payment.

(ii) Copy of Electronics Challan Receipt (ECR) as e-challan for Army Public School, Bikaner proof of payment of statutory obligation such as EPF as applicable, ESI as applicable. Service tax and any other applicable tax individual name wise receipts are required.

(iii) Payment to the Contracting Agency will be released within 07 days from the date of the receipt of the invoice/ bill on fulfillment of required document.

(d) The Contracting Agency shall issue identity cards/ identification documents to all its personnel deployed at school premises with the instruction to display the same at all times.

(e) The contracting Agency will be required to sign a contract with Army Public School, Bikaner immediately after issue of Work Order. The other terms and conditions specified in the Bid document and accepted bid will also be the agreement. The contract agreement will be finalized by both parties prior to commencement of the contract period.

(f) The antecedents of all workers will be verified from the police by the contracting Agency and submit the proof to Army Public School Bikaner, before deployment of workers.

(g) The contracting Agency will get allowed with UAN (Universal Account Number) activated for all members/staff duty linked with their mobile numbers so as to received SMS

by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

13. **The Criteria for submitting of Bids and further Evaluation of Bid.** The criteria as given below will be fulfilled by the bidders and the same will be considered by the School while carrying out evaluation and comparison of the bids determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner :-

- (a) Registration of Service Provider (Firm/ Contractor/ Bidder) with Rajasthan Government to engage in the business of Private Security Agency.
- (b) Copy of valid ESIC Registration if applicable as per ESIC regulations, on minimum number of employees for registration.
- (c) Copy of valid EPF registration if applicable as per EPF regulation, on minimum number of employees for registration.
- (d) Copy of last three years IT return.
- (e) Copy of PAN Card/ TAN No.
- (f) Copy of GST registration letter.
- (g) Similar contract completion certificate/ satisfactory performance of ongoing contract and work order from Employer in any one of the last three years.
- (h) An affidavit that the contractor/bidder/firm has not been blacklisted by any educational institute. Format is attached as **Appendix D**.
- (j) EMD of **Rs 80,000/- (Rupees eighty thousand only)** in the form of demand draft/ Banker's cheque valid for 45 days after the date of submission of bids. The same may be drawn in favor of Army Public School, Bikaner payable at Bikaner.
- (k) The service provider/ bidder shall submit acceptance of the terms and conditions of tender inquiry on firms letter head. As per the format enclosed at **Appendix E**.
- (l) The bid will be treated as non responsive if the documents mentioned at para 13 (a) to (k) are not attached.

14. **Award of Contract.**

- (a) The rates as applicable in State Government, as mentioned in the format of Commercial Bid, should be quoted, the service charges per person per month will determine the lowest bidder. However, if the rates quoted seem to be unreasonable or under quoted, it will not be considered and such bids will be rejected while deciding the L1 by the Board of Officers.
- (b) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract.
- (c) The contract can be extended if the services of bidder are found satisfactory. The terms and conditions will be incorporated in the contract.

(d) Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

(e) The award of contract will be purely to the discretion of Board of officers keeping in view of the modalities for on ground execution of the contract.

15. **Penalty Clauses.**

(a) In case of any failure/ shortcomings noticed in the services provided by the bidder, the indenter reserves the right to terminate the contract at any time. In case the bidder back out after signing the contract in case of unsatisfactory services, the school also reserves the right to forfeit the performance security deposited by the bidder.

(b) In case any public complaint is received attributable to misconduct/ misbehavior of Contracting Agency personnel, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from Contracting Agency bill. Further the concerned Contracting Agency personnel shall be removed from the school immediately

(c) In case any of Contracting Agency personnel(s) deployed for security services under the contract is (are) absent, a penalty equal to double the wages of number of security personnel/supervisor absent on that particular day shall be levied by the school and the same shall be deducted from the Contracting Agency bills.

(b) In case any of Contracting Agency personnel deployed for security services under the contract fails to report in time and Contracting Agency is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 15(c) shall be levied.

16. **Liquidated Damages (LD).** In the event of the Service Provider's failure to submit the Bonds, Guarantees and documents, supply Security Services as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract/services.

17. **Risk & Expense Clause.**

(a) Should the contracted obligation is not honoured within the time or times specified in the contract documents, or inadequate contracted obligation is made, the school shall after granting the Contracting Agency seven days to cure the breach, be at liberty to declare the contract as cancelled either wholly or to the extent such default.

(b) Should the contracted obligations not perform in accordance with the specifications/parameters provided by the Contracting Agency in Tender Enquiry documents, school shall be at liberty without prejudice to any other remedies for breach of contract to cancel the contract wholly or to the extent of such default.

(c) Whenever Risk & Expense clause is required to be resorted to, the Contracting Agency is liable to pay the additional amount spent by the school in provisioning of the contracted obligation through a fresh contract i.e. the defaulting Contracting Agency has to bear the excess cost incurred as compared with the amount contracted to him.

18. That all the expenses for the preparation and execution of this deed including the stamp duty and conveyance fee shall payable by the Service Provider.

19. **Last Date and Time of Receipt of Bids.** Tender form must reach Army Public School Bikaner on or before 13 Oct 2024 by 1200 hrs, failing which the same will not be considered. The Bid will be opened on 14 Oct 2024 at 1200h in the office of Army Public School, Bikaner before a duly constituted committee and in the presence of present bidders. If the last date of depositing and opening of tenders happens to be declared Holiday then the tender will be depositing/opened on the next working day, other terms and conditions and the time schedule remain unchanged. An earnest money is to be deposited along with tender document.

Yours faithfully,

Dated : 04 Oct 2024

Sd/-xxxx
Principal
APS, Bikaner

Appendix 'A'

(Ref Para 7 (b) of Tender Enquiry)

TECHNICAL SPECIFICATIONS : "OUTSOURCING OF THE SERVICES OF UNSKILLED SECURITY GUARD AND SECURITY GUARD SUPERVISOR"

Ser No	Specifications	Specification of services offered	Compliance	In case of non-compliance, deviation to specified in unambiguous terms
			Yes/No	
1.	Registration of Service Provider (Firm/Contractor/Bidder) with Rajasthan Government to engage in the business of Private Security Agency	Copy of registration with Rajasthan Govt		
2.	ESIC Registrations if applicable as per ESIC regulation, on minimum number of employees for registration	Copy of valid ESIC Registration is required		
3.	EPF Registrations if applicable as per EPF regulation, on minimum number of employees for registration	Copy of valid EPF Registration is required.		
4.	Latest IT Return	Copy of last three years is required		
5.	PAN Card No	Copy is required		
6.	Goods & Service Tax Registration (GSTIN)	Copy of GSTIN allotment letter is required		
7.	Similar contract completion certificate/satisfactory performance of ongoing contract and work order from Employer in any one of the last three years	Copy of completion certificate/satisfactory performance of ongoing contract and work order from Employer in any one of the last three years is required		

Appendix 'A' (Cont.)

(Ref Para 7 (b) of Tender Enquiry)

TECHNICAL SPECIFICATIONS : "OUTSOURCING OF THE SERVICES OF UNSKILLED SECURITY GUARD AND SECURITY GUARD SUPERVISOR"

Ser No	Specifications	Specification of services offered	Compliance	In case of non-compliance, deviation to specified in unambiguous terms
			Yes/No	
8.	An affidavit that the contract/bidder/firm has not been blacklisted by any educational institute.	Original Affidavit required (of latest vintage)		
9.	Earnest Money Deposit (EMD)	EMD of of Rs 80,000/- in the form of Demand Draft/ Banker's Cheque.		
10.	Bid validity	The bid should remain valid till 180 days from last date of opening of tender.		
11.	Service Charges	The service charges to be quoted by the vendor should be sufficient enough to meet his legal and statutory obligations.		
12.	Bank solvency certificate of current Financial year duly signed by Manager of any scheduled bank	Original certificate is required.		
13.	The tendered should have had a minimum average turnover of not less than Rs 25,00,000/-.	Copy of financial documents/balance sheet are required which clearly indicates the same.		

Appendix 'B'

(Ref Para 10 (A) of Tender Enquiry)

FORMAT OF COMMERCIAL BID : "OUTSOURCING OF THE SERVICES OF UNSKILLED SECURITY GUARD AND SECURITY GUARD SUPERVISOR"

Category of manpower	Unit remuneration per person per day per person as per Central Govt Rules	Monthly basic amount per month per person as per Central Govt Rules (For 30 days)	Service charge per month per person	Total
Security Guard Supervisor [Watch and Ward (without arms)]				
Security Guard [Watch and Ward (without arms)]				

Note :-

1. We agree to provide the above service of manpower and to abide by the terms & conditions mentioned in the above Bid document and also agree to enter into the agreement. Bid security of Rs _____ (Rupees _____) is furnished herewith vide Demand Draft No _____
Dated _____ drawn on _____

(Bidder)
Signature: _____

Name : _____

Date" _____

Appendix 'C'

(Refers to Para 11 of Tender Enquiry)

SPECIFICATION OF PERFORMANCE BANK GUARANTEE**From:****Bank** _____

To,

**Army Public School,
Bikaner**

Dear Sir,

1. Whereas you have entered into a Supply Order No. _____ dated _____ (hereinafter referred to as the said Supply Order) with M/s _____, hereinafter referred to as the "seller" for supply of goods as per Part-II of the said Supply Order to the said seller and where as the Seller has undertaken to produce a bank guarantee for (03%) of total Work Order value amounting to _____ to secure its obligations to the **Army Public School, Bikaner**. We the _____ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the seller that, in the event that the **Army Public School, Bikaner** declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned Supply Order, we will pay you, on demand and without demur, all and any sum up to a maximum of _____ Rupees _____ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said Supply Order. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.

3 In no case shall the amount of this guarantee be increased.

4. This Guarantee shall remain valid for 60 days beyond the date of expiry of warranty.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred Supply Order or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s _____

Appendix 'D'

(Refers to Para 13 (h) of Tender Enquiry)

CONFIRMATION OF NOT HAVING BEEN BLACKLISTED

1. It is hereby affirmed that _____ Firm or _____ proprieties has not been blacklisted by any educational institute (Govt or Private) in the past.
2. In case any discrepancy is discovered the indenter reserves the right to cancel the contract at any time.

Appendix 'E'

(Refers to Para 13 (k) of Tender Enquiry)

TENDER CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To, _____
_____**SUB: ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.**

Tender Reference No : _____

Name of Tender/Work :

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work" from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents.
3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. The Technical Bid and its enclosures as submitted in physical form as mentioned in Tender Enquiry is the true copy of the documents uploaded on the (www.apsbikaner.edu.in).
6. In case any provisions of this tender are found violated , your department/ organisation shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against department in satisfaction of this condition.

Yours Faithfully,
(Signature of the Service Provider/ Bidder, with
Official Seal).