

**ARMY PUBLIC SCHOOL, FEROZEPUR**

**No APS/FZR/TN (2018-19)**

Form No. \_\_\_\_\_

Date of Issue \_\_\_\_\_

Signature \_\_\_\_\_

**TENDER FORM FOR CIVIL SECURITY**

1. Name of Contractor/Firm/Agency : \_\_\_\_\_
2. TIN/Vat/PAN No : \_\_\_\_\_
3. Registration No if any : \_\_\_\_\_
4. Complete Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
5. Phone No. : \_\_\_\_\_ (Shop/Office)  
\_\_\_\_\_ (Residence)  
\_\_\_\_\_ (Mobile)
6. Experience in the field : \_\_\_\_\_  
(Proof to be attached)
7. Details of Earnest money : DD No \_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ Amount \_\_\_\_\_  
Bank \_\_\_\_\_
8. Rate offered per person (Monthly) : \_\_\_\_\_
9. Please enclose separate documents : \_\_\_\_\_  
duly signed.
10. Have you submitted relevant : YES/NO  
documents as per the general instructions..

Date :

Signature of the Applicant/  
Contractor with Rubber  
Stamp

Army Public School  
Near Army Recruiting Office  
Ferozepur - 152001

**GENERAL INSTRUCTIONS**

**TENDER NOTICE FOR CIVIL SECURITY**

1. Sealed Tenders on the prescribed form are invited by the Army Public School, Ferozepur from the eligible contractors/firms so as to reach the school office on **03 Feb 2018 upto 1200hrs** and the same shall be opened on **06 Feb 2018 at 12.30 hrs** Or subsequent day in the presence of the tender opening board of officers and intending recognized agency/firm or their authorized representatives.
2. The tender should be accompanied by an earnest money of Rs 5000/- (Refundable) in the form of Demand draft in favour of Army Public School, Ferozepur. No exemption order of earnest money will be entertained. After awarded of contract, if the contractor denies, the earnest money will be forfeited.
3. Conditional tenders and the tenders received without earnest money will be summarily rejected.
4. The school reserves the right to reject any tender or all tenders without assigning any reason.
5. A set of tender document containing specific terms and conditions (Part-A) and General Agreement (Part-B) can be obtained alongwith tender form and the same be submitted duly signed with the tender form.
6. Those firms who have similar experience in handling such work and who furnish proof for the same at the time of submission of tender form will be favorably considered.

Sd/- x x x x x  
Principal  
APS/FZR

## **GENERAL INSTRUCTIONS**

### **CONTRACT FOR CIVIL SECURITY SERVICES PART-A**

#### **Specific Terms and Conditions:-**

- (a) The contractor is allowed to provide security services to Army School initially for a period of One year from 01 Apr 2018 to 31 Mar 2019.
- (b) Both the parties may terminate the contract without assigning any reason after giving a notice of 30 days/one month.
- (c) Beside this a refundable security (without interest) an equal to one month payment will be deposited on the day, the contract is made.
- (d) If the Second Party terminates the contract without giving any notice or First Party terminates the contract on the basis of non-performance of services as per terms and conditions mentioned in the said contract. The First Party also reserves the right to forfeit the security money and the Second Party shall have no claim to any compensation.
- (e) That the Second Party undertakes to engage and provide the requested member of trained personnel and the responsibility for payment of their emoluments and dues, discipline and work. The charges to be paid by First Party to the Second Party for the purpose shall be inclusive all secondary requirements as follows :-
- (i) 12 hours duty.
  - (ii) Total 03 x Security Guards.
  - (iii) Provide one supervisor among the Security Guards to check the duty with the school.
- (f) That the Second Party shall give one holiday in a week besides the three National Holidays i.e. 26<sup>th</sup> January, 15 August & 02 October. Relief will be provided by the Second Party.
- (g) That the Second Party undertakes to deposit EPF, ESI etc per month (if applicable) and render half yearly/ annual returns to the concerned authorities with a photocopy of the same to the First Party. The Second Party will also provide a photocopy of the PAN Card of the Agency duly attested.
- (h) The Second Party will submit monthly bills on second day of the month to the First Party. The same may be paid by 5<sup>th</sup> of the month so as to enable the Second Party to disburse the wages to employees before 7<sup>th</sup> of every month.

- (j) The Second Party will provide security personnel round the clock to ensure smooth functioning by changing personnel in rotation.
- (k). The Second Party undertakes that the personnel provided shall always be smartly dressed and providing the uniform shall be the responsibility of the Second Party.
- (l) The Second party shall rotate the members of the security staff so that there is no collaboration with the office staff or any outside elements concerned with the office staff and that change will be effective as and when considered necessary with the mutual consent of the First Party at the same date if the First party feels that a particular individual is not desirable to be posted at the premises of the First Party, he will be replaced without any delay by the Second Party on the directions of the First Party.
- (m) That in case of occurrence of any theft or untoward incident in the premises of the First Party, it shall be responsibility of the Second Party to lodge an FIR. The Second Party will also assist the First Party during the investigation of the said incident.
- (n) The First Party shall not advance any amount to the personnel of the Second Party unless specifically authorized to do so by the Second Party.
- (o) That the First Party shall be responsible for formulation of the security policy of their establishment and the same shall be communicated to the Second Party. Any subsequent change in the policy shall be communicated to the Second Party by the First Party.

### **PART -B**

- (a) The security guards provided to the First Party shall be responsible for the following :-
- (a) To ensure that no theft or pilferage takes place in the premises
  - (b) To ensure that no unauthorized person gets entry in the premises.
  - (c) To ensure that no broker or vendor is allowed inside the premises.
  - (d) To check any & all disturbance or noises.
  - (e) To submit reports, observations or incidents etc if any to the Principal office immediately.
  - (f) To lodge the complaints about the untoward incidents etc if any to the First Party.
  - (g) To control incoming and outgoing traffic and parking outside the premises.
  - (h) Generally to overall supervise and keep vigilant watch on its premises/property for the safety of First Party and to avoid any unpleasant happening in the premises.
  - (j) The security guards provided will not themselves initiate or take any action against any person coming theft, robbery, apart from raising an alarm and taking initial steps of preventing the same, but will not involve themselves to the extent of exposing themselves to any injury of threat of death to their person, nor will they use any arms or firearms against the culprits but would perform duty of merely scaring away the culprits and nothing beyond that.

(b) Second Party will provide the Security Guards (preferably Ex-Serviceman between 35 to 50 years of age) with the proof of age, residence and educational qualification not less than Matriculation. Security Guards should be well trained smart, having good bearing (without belly) and physically fit to perform duties including patrolling. They should be in possession of Raincoats, Gum Boots, Torches (04 Cells), batons/Sticks, Whistles etc.

(c) The agreement can be extended for another year subject to good services rendered by the Party No -2 on the same terms and conditions under this agreement.

(d) Any dispute arising out of or in relation to this agreement shall be referred to Ferozpur Jurisdiction only. That any dispute raised on account of employees problems, dispute between the parties shall be determinate as per the provision of law and scheme formulated by Govt from time to time. Accordingly, the responsibility shall be owned by the parties which shall be fixed by law.

**NOTE:-** The above conditions of Part A & B will be submitted on a Stamp Paper (Non Judicial) at the time of entering into a contract (The value of Stamp Paper will be informed at the time of making contract).