

**Tender for Annual Maintenance Contract / Annual Contract for House Keeping  
& Ground Area Maintenance of Staff Quarter, School, Hostel And Mess for  
Army Public School, Beas**

Date of issue of tender document	31May 2024
Pre Bid Meeting with bidders	10 Jun 2024
Due date for submission of tender	18 Jun 2024 (1100 hrs)
Date and time of opening technical bids	18 Jun 2024 (1130 hrs)
Issue and Opening of Financial bid	Will be communicated

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# **PART 1- TECHNICAL BID**

1. **NOTICE INVITING TENDER**

Ref.No. 1513/APS /AMC/AC 31 May 2024

M/s

Dear Sir

**NOTICE INVITING TENDER – ANNUAL MAINTENANCE CONTRACT/ ANNUAL CONTRACT FOR HOUSE KEEPING & GROUND AREA MAINTENANCE FOR STAFF QUARTER, SCHOOL, HOSTEL AND MESS FOR ARMY PUBLIC SCHOOL, BEAS, PUNJAB**

1. Army Public School, Beas invites tenders for Annual Maintenance Contract (AMC) Annual Contract (AC) for House Keeping & Ground Area Maintenance for Staff Quarter, School, Hostel And Mess to be provided at Army Public School, Beas, Punjab.

This NIT (tender document) can be downloaded from School Website [www.apsbeas.org](http://www.apsbeas.org). No separate hard copy of this tender shall be issued by Army Public School, Beas.

2. This contract will be for the year 2024-25 and is renewable (One year at each time) for 2025-26 and 2026-27 subject to the satisfactory performance of the contractor during 2024-25 and other mutually agreed terms and conditions of the contract.

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(k) You are requested to submit your offer in sealed envelope for the aforesaid work (s) as per detailed specifications and other requirements as mentioned more specifically elsewhere in this tender document.

(l) Sealed Bids in TWO separate sealed Envelopes indicating clearly 'Envelope - No.1 - Technical bid' and 'Envelope No.2 – Financial bid', shall be submitted to Principal Army Public School, Beas, Distt Kapurthala, Punjab, PIN-144804 and Envelops should also be super scribed “Tender for Annual Maintenance Contract/ Annual Contract for House Keeping & Ground Area Maintenance for Staff Quarter, School, Hostel And Mess for Army Public School, Beas.” Last date for the submission of tender is 18 Jun 2024 by 1100 hrs and the technical bids shall be opened on same day at 1130 hrs in our office premises. Representatives of the bidders may be present during the tender opening process. Financial bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.

(m) Bidder shall submit Earnest Money Deposit (EMD) of Rs 25,000/- for saidservice. EMD amount shall be submitted in form of DD in favour of Principal Army Public School, Beas, payable at Beas. The DD should be attached with the Technical Bid in Envelope-1. The Quotation without EMD shall be rejected out rightly. No interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be refunded after the successful completion of the work, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.

**Envelope No 1 shall contain :-**

- (a) “Technical bid” of tender with every page signed and stamped.
- (b) DD of EMD.
- (c) Power of attorney authorizing the person to sign the tender.

**Envelope No 2 shall contain :-**

- (a) Financial Bid.
  - (b) Envelope No.2 shall not contain any condition whatsoever and any conditional bids shall be rejected.
  - (c) Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1. Financial Bid envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by Army Public school, Beas and have complied with all the requirements in tender document.
4. The bids shall remain valid and open for acceptance for 03 months from the date of opening of Envelope No.1. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the School, then the School without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
5. The tenderer should quote the rates in figures as well as in the words. In case, discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.
6. The tender document must be filled in English. If any of the documents are missing or un-signed in price bid, the tender shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, in case the tenderer fails to submit the required documents within 04 days the tender will be rejected.
7. Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by Army Public School Beas in any circumstances.
8. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to Principal Army Public School Beas who will review the queries and if information sought is not clearly indicated or specified, School will issue clarifications to all the tenderers which will become part of the Tender Document. Army Public School, Beas will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of Army Public School, Beas before three working days prior to the last date of submission of the tender.

9. The successful bidder(s) shall execute an agreement at its own cost on non-judicial stamp paper of Rs.500/- with Army Public School, Beas in accordance with the standard format provided by Army Public School within 20 days from date of issue of work order.

SD/-x-x-x-x-x  
Principal  
Army Public School  
Beas

2. **FORM OF TENDER**

**The Principal  
Army Public School  
Beas  
Distt Kapurthala  
Punjab  
PIN-144804**

Dear Madam

**NOTICE INVITING TENDER – ANNUAL MAINTENANCE CONTRACT/ ANNUAL CONTRACT  
FOR HOUSE KEEPING & GROUND AREA MAINTENANCE FOR STAFF  
QUARTER, SCHOOL, HOSTEL AND MESS FOR ARMY PUBLIC SCHOOL, BEAS**

**I / We have examined the Scope of Works, Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you and are submitting our offer for House Keeping & Ground Area Maintenance for Staff Quarter, School, Hostel And Mess.**

1. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
2. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
3. In the event of this tender being accepted, I/We agree to enter into and execute the prescribed Agreement with Army Public School Beas as per the prescribed format.
4. I/ We agree to pay all applicable Government Taxes prevailing from time to time.
5. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the period of contract.



6. Should this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Name of the person authorized to sign and submit the Tender

I).....

II).....

Yours faithfully

Place

Signature with seal

Date

### **3. PRE-QUALIFICATION CRITERIA**

**Minimum Eligibility Criteria for pre-qualification of tenderers is/as follows :-**

The Bidding Firm/Company:-

1. Should have experience during the last 03 years of experience in the respective field(s) individually in which bidder is quoting.
2. Should have successfully completed or currently providing services in last 03 Year, in the respective field individually, in which bidder is participating for schools etc:
3. Work/Purchase orders and Completion certificates issued by the client should be enclosed and need to be produced before Army Public School Beas, whenever called for verification purposes.
4. Should submit list of all tools and plants and Technical personnel employed.

**Note: Any false and/or inadequate information may result in rejection of the tender.**

**4. GENERAL CONDITIONS OF THE CONTRACT**

1. Tenderers are advised to visit the sites and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable, reasonable and should include incidental and all overheads and profits.
3. Materials used should conform to relevant BIS Codes. BIS and CPWD Specifications and method of measurements shall be followed as applicable. However, in the absence of the same, the decision of Army Public School Beas will be final.
4. Monthly/ Quarterly/ Periodical payments will be made based on the bills submitted by the Contractor and certified by the concerned ACT/Site Supervisor to the effect that the works / complaints recorded in the registers/software are attended and rectified as per the scope of the work. The Contractor has to get the Signature of the ACT/CT (Assistant Caretaker/ Caretaker) after completion of the respective works on the formats enclosed/given for respective work and should submit all these with the bill.
5. Any discrepancy in settlement of bills may be brought to the notice of Army Public School, Beas within a period of one month after the settlement of the Bills. Army Public School, Beas will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
6. Income Tax, GST-TDS and other taxes, as applicable, will be deducted from total payment due to the Contractors.
7. All works, complaints / instructions given by the respective authorities covered under the Annual Maintenance Contract are to be attended on the same day. In case of delay in attending the work in time, Army Public School, Beas will be at liberty to get the work done through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of Army Public School, Beas.
8. If any work or material used at site is found to be unsound, imperfect or inferior from what is specified in the contract, the Contractor shall be advised to rectify or re-execute the work or remove the material as the case may be, within a reasonable time depending upon the nature of work. If the Contractor fails to do so, the work shall be got redone or rectified or the material replaced through any other agency at the risk and cost of the Contractor.
9. The Contractor should have valid license relating to his Contract as per the existing laws and the workmen employed by the Contractor should also have the experience in their trade.
10. The contractor shall pay the personnel deployed in Army Public School, Beas premises, their wages in accordance with the Minimum Wages Act, 1948 (amended time to time) on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in Army Public School, Beas. Contractor shall indemnify Army public School, Beas, for this. Contractor shall present the proof of the same along with the bill.

11. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable) , leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the concerned Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.

12. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the School will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.

The following requisites are to be fulfilled by the contractor :-

- (a) Time schedule of works.
- (b) Presence of required number of the persons at the site as per contract.
- (c) Maintain desired quality of the work as per specification

**The penalties for not complying with the above are indicated in Special Conditions of contract.**

1. The contractor shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in Army Public school, Beas and the manpower so employed and deployed in Army Public School, Beas shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in Army Public School, Beas shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and Army public School, Beas nor have any principal and agent relationship with or against the School. The contractor's personnel shall not claim any benefit/ compensation /absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

2. The Contractor shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the Appropriate Authorities. Army Public School, Beas shall not be responsible for any penalty on failure on the part of contractor to comply with any Labour Regulations. The contractor shall maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Center or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations. The contractor shall submit the monthly payment records to the staff employed by him.

3. The contractor shall ensure that the payment is regularly credited to the bank account of the individual labour employed at school premises and pay slips for respective payments are duly issued regularly. Army Public School, Beas will ask for present/past pay slips and payment records related to ESI/PF to be submitted along with the monthly bill.
4. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of Army Public School, Beas. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously.
5. No additional payment shall be made if contractor keeps more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.
6. The Contractor or his authorised representative should visit the site as per requirement and meet School Supervisor for any clarifications and to receive instructions, etc. at the site.
7. The Contractor's workmen should report to ACT/ Site supervisor as per timings mentioned elsewhere in this document.
8. The workers / staff employed should wear colour code uniforms displaying contractor firm's name. The Contractor should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behavior / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on contractor. The contractor is also required to submit the list of workers with photo ID, educational qualification, address proof, etc. before deputing the workers. An attendance register shall be maintained at site indicating number of persons deployed for the inspection by Army Public School , Beas officials/representative.
9. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to Army Public School, Beas in kind or cash will be viewed seriously and Army Public School, Beas will have the right to levy damages or fine and / or even terminate the Contract forthwith, if necessary.
10. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, Army Public School, Beas reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and/or by taking recourse to appropriate recovery proceedings. The contractor shall keep Army Public School Beas indemnified against all claims whatsoever in respect of the manpower deployed by it in Army Public School, Beas. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case Army Public School, Beas or its employee is made party and is supposed to contest the case, Army public School, Beas will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to Army Public School, Beas or any person authorized by Army Public School, Beas, on demand. Further, the contractor will ensure that no financial or any other liability comes to Army Public School, Beas or its employee in this respect of any nature whatsoever and shall keep Army Public School, Beas or any employee of Army Public School, Beas indemnified in this respect.

(a) For any dispute, the decision of Army Public School, Beas shall be final and binding upon the contractor. However, any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled through court of law in Kapurthala.

11. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.

12. The personnel deployed by the Contractor can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.

13. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by Army Public School, Beas in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.

14. **Termination of agreement:** "If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a **notice period of 30 days**, to improve his services. If the contractor fails to improve his services within the Notice period, Army Public School, Beas shall have the discretion to terminate the contract either in part or in whole, on any day after the expiry of the said notice period if in the opinion of the School (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this agreement to the School's satisfaction and/or the contractor commits a breach of any terms and conditions of this agreement and/or the contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of contractor and/or for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/or there is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the School to such variation.

15. In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the School by way of compensation, damages or otherwise.

16. In case the Contractor desires to terminate the Contract, he may do so by giving the School a notice period of one month.

17. On site storage space will be provided to the Contractor subject to availability. School will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space as per exigency.

18. The Contractor shall provide all necessary Tools & Plants materials or any other equipment, materials, labour, etc. and no payment in this regard will be made by the School. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P, etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to the School's property.

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19. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of Army Public School, Beas. But he can engage various licensed agencies/agencies for carrying out different works.

20. While submitting the monthly bill for AMC/AC, the contractors have to submit all the required documents / statements as desired by the School. Contractor will not link payments to his labours with the settlement of his bill by School.

We / I accept all the Terms and Conditions in all respects without any reservation.

Signature of the Tenderer :

Name and Seal:

Place :

Date : Address :

**5. SPECIAL CONDITIONS OF THE CONTRACT**

1. If a bidder / tenderer quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.
2. Army Public School, Beas does not bind itself to accept abnormally low bids. Army Public School Beas reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.”
3. The appointed contractor is required to generate End of the Day (EoD) reports on status of works, labour deployed, etc. to the concerned officer of the School.
4. Contractor shall follow the prescribed formats/procedures for official documentation like registers, etc. as stipulated by Army Public School, Beas from time to time.
5. Contractor shall maintain **job cards** and a proper Record/ Register indicating reasons for not attending to any particular work time schedule. The periodicity and expected schedules are given in the scope of work. Time is the essence of the contract and for any pending/incomplete work as well as for any substandard work, the amount of deduction/penalty per week shall be calculated at 0.25% of the accepted tender amount, subject to a maximum of 5% of the accepted tender amount. The responsibility of engaging and maintaining adequate/sanctioned strength of workers lies with the Contractor in view of timely attention and completion of the routine works within the given time frame. In case of non-attendance or non-timely attendance or non-timely completion or below-standard carrying out of any work by the contractor, the School shall get the work satisfactorily carried out through its other agencies at the risk and cost of the contractor. Apart from making payments to the said other agencies from the dues of the contractor, the School shall also levy a penalty as above.
6. In case of emergency work, no extra payment for working in odd hour will be made.
7. The property will be handed over to the Contractor on 'as is where is' basis and the contractor shall ensure proper service to a reasonably satisfactory level.
8. Army Public School, Beas reserves to change scope of work or the number of labours during thecontract period.

**Declaration by the Contractor**

We / I have read and understood the Scope of Work and special terms and conditions for the AMC works in the entire School and Hostel premises and Staff Colony (both inside and outside ) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Further, we / I also declare that no prohibitive things/banned chemicals will be used, which are harmful to human life.

Sign

Date & Place  
Address



**6. Scope of Work**

**House Keeping & Ground Area Maintenance of Staff Quarters, School, Hostel And Mess.**

**(a) Staff Quarters**

- (i) Collections of waste from each flat and disposal on daily basis.
- (ii) Daily sweeping and mopping/wet cleaning/scrubbing of all staircases in all the buildings. Washing of staircases as directed by School.
- (iii) Sweeping and Cleaning of parking spaces daily. Washing the parking spaces once in fifteen days.
- (iv) Sweeping of all open areas garden etc. daily,
- (v) Cleaning, Sweeping & mopping of the Laundry, Infirmary, Gymnasium and swimming Pool .
- (vi) Daily Cleaning of Common toilets.
- (vii) Cleaning of terrace weekly.
- (viii) Any other item of cleaning work as advised by School Supervisor.
- (ix) Monthly cleaning of vacant flats.
- (x) Cleaning, sweeping, moping of vacant flats and make them ready for possession as and when required.
- (xi) If the above services are not attended as per the above mentioned time period pro-rata recovery will be effected as per Special conditions of this tender.
- (xii) Cleaning, Sweeping and mopping would automatically include cleaning cobwebs, tiles flooring, walls, wall tiles, windows, railings and skirting in the said areas.
- (xiii) Garbage

**Special Instructions**

1. You will provide as many workers and at least one supervisor for above work as may be required to complete the above works to the satisfaction of Army Public School Beas.
2. You will supervise the above work on a daily basis.
3. You will provide substitute in case of absentees.
4. You will provide necessary cleaning material (as BIS standard) at your own cost.
5. You shall provide necessary registers to keep record of day to day progress of work.

The above list is illustrative and not exhaustive.

**(b) School Premises**

- (i) Cleaning of all toilets (both ladies and gents) and passage outside the toilets including sweeping/mopping/wet cleaning of floors, clearing and cleaning of litterbins, cleaning of mirrors etc. minimum four times daily or more. Cleaning of washbasin and W/C from inside and out with specified chemicals and soap four times during their shift and whenever else need arises.
- (ii) Cleaning (sweeping/mopping) of the passage outside the toilets and classrooms, labs and corridors outside classrooms and labs thrice daily. All cleaning tools and material shall be provided by the contractor at no extra cost.
- (iii) Sweeping and mopping would automatically include cleaning cobwebs, tiles flooring, wall tiles and skirting in the said areas.
- (iv) Sweeping and wet sponge cleaning all staircases twice daily and mopping / wet cleaning/scrubbing bi-weekly.
- (v) Cleaning of roof terrace atleast once per week and washing as directed by the School.
- (vi) Daily sweeping of school offices.
- (vii) Cleaning of open areas and pedestrian strips twice daily and washing as directed by the School Supervisor.
- (viii) Cleaning of all the glasses of windows from inside and outside of all the floors at School (Weekly). Contractor shall provide for all jhulla and abseiling kit etc. for cleaning of windows.
- (ix) Proper safety equipment as per relevant IS Codes should be used by the agency for cleaning glasses of the windows including material for cleaning.
- (x) Cleaning as per the need in all above places. No extra payment will be made for the same.
- (xi) Any other cleaning works in the School as per the instructions of the School. If the works are not attended on the same day/ next day a pro-rata recovery will be effected as per Special conditions of this tender.
- (xii) Collection of waste and disposal on daily basis.
- (xiii) Providing towels in each toilet (ladies/gents), cleaning and changing of towels everyday in all toilets and providing hand wash liquid soap in each toilet, of high quality (BISMark).
- (xiv) If the above services are not attended as per the above mentioned time period pro-rata recovery will be effected as per Special conditions of this tender.

**Special Instruction:**

- (i) You will provide sufficient manpower both males and females as well as supervisor to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the School, so that first sweeping / cleaning is completed before 7.00 AM in the morning or half an hour before starting of the School and once after the school gets over.
- (ii) You will provide sufficient number of supervisors to ensure proper and effective supervision of the cleaning work.
- (iii) Sufficient number of lady sweeper may be deployed for cleaning of ladies toilets.

(iv) The manpower provided by you should be available from 07.00 Hrs to 19.30 Hrs with proper splitting of work hours. While majority of the manpower will be deployed upto the close of Office i.e. 17.15 Hrs, a few personnel should be available upto 19.30 Hrs. The deployment of manpower may be flexible and could be changed depending upon the work requirements.

(v) You will provide substitute in case of absentees.

(vi) The rate quoted by you for the housekeeping work will include the cost of manpower (including supervisors), cost of equipment/machinery/brooms, mops, sticks, gloves, gum boots etc. and the cost of cleaning and other materials. The cleaning materials of high quality (BIS Mark) to be provided are :-

- (a) Phenyl solutions
- (b) Deodorised detergent for moping
- (c) Odonil in Bathrooms
- (d) Urinal screen mats.
- (e) Naphthalene balls
- (f) Sanitary cubes
- (g) Toilet Rim Blocks
- (h) Liquid soap
- (j) Any other cleaning material required.
- (k) Housekeeping staff must be suitably trained and must be in proper uniform all the time.
- (l) The housekeeping staff shall be responsible for cleaning of the washrooms/toilets to ensure that the same is spic-and-span.

(c) **Hostel and Mess**

(i) Cleaning of all the rooms occupied by the students, toilets (both boys and girls hostel) and passage outside the toilets including sweeping/mopping/wet cleaning of floors, clearing and cleaning of litter bins, cleaning of mirrors etc. minimum four times daily or more. Cleaning of washbasin and W/C from inside and out with specified chemicals and soap four times during their shift and whenever else need arises.

(ii) Cleaning (sweeping/mopping) of the passage outside the toilets and rooms, atleast twice daily. All cleaning tools and material shall be provided by the contractor at no extra cost.

(iii) Sweeping and mopping would automatically include cleaning cobwebs, tiles flooring, wall tiles and skirting in the said areas.

(iv) Sweeping and wet sponge cleaning all staircases twice daily and mopping / wet cleaning/scrubbing bi-weekly.

(v) Cleaning of roof terrace atleast once per week and washing as directed by the School.

(vi) Daily cleaning of Students Mess twice daily.

(vii) Cleaning of open areas and pedestrian strips twice daily and washing as directed by the School Supervisor.

(viii) Cleaning of all the glasses of windows from inside and outside of all the floors at Hostel(fortnightly). Contractor shall provide for all jhulla and abseiling kit etc. for cleaning of windows.

(ix) Proper safety equipment as per relevant IS Codes should be used by the agency for cleaning glasses of the windows including material for cleaning.

(x) Cleaning as per the need in all above places. No extra payment will be made for the same.

(xi) Any other cleaning works in the Hostel and the Mess as per the instructions of the School. If the works are not attended on the same day/ next day a pro-rata recovery will be effected as per Special conditions of this tender.

(xii) Collection of waste and disposal on daily basis.

(xiii) If the above services are not attended as per the above mentioned time period pro-rata recovery will be effected as per Special conditions of this tender.

**Special Instruction :-**

(a) You will provide sufficient manpower both males and females as well as supervisor to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the School, so that first sweeping / cleaning is completed before 10.00 AM in the morning or an hour after the students leave for the school and Once in gthe evening and on holidays as per the time given by the School.

(b) You will provide sufficient number of supervisors to ensure proper and effective supervision of the cleaning work.

(c) Sufficient number of lady sweeper may be deployed for cleaning of Girls Hostel.

(d) The manpower provided by you should be available from 07.00 Hrs to 19.30 Hrs with proper splitting of work hours. While majority of the manpower will be deployed upto the close of Office i.e. 17.15 Hrs, a few personnel should be available upto 19.30 Hrs. The deployment of manpower may be flexible and could be changed depending upon the work requirements.

(e) You will provide substitute in case of absentees.

(f) The rate quoted by you for the housekeeping work will include the cost of manpower (including supervisors), cost of equipment/machinery/brooms, mops, sticks, gloves, gum boots etc. and the cost of cleaning and other materials. The cleaning materials of high quality (BIS Mark) to be provided are :-

- (i) Phenyl solutions
- (ii) Deodorised detergent for moping
- (iii) Odonil in Bathrooms
- (iv) Urinal screen mats.
- (v) Naphthalene balls
- (vi) Sanitary cubes
- (vii) Toilet Rim Blocks
- (viii) Liquid soap
- (ix) Any other cleaning material required.

(g) Housekeeping staff must be suitably trained and must be in proper uniform all the time.

(h) The housekeeping staff shall be responsible for cleaning of the washrooms/toilets to ensure that the same is spic-and-span.

(d) **Garbage** - Vendor will collect and dispose all garbage of entire school campus on daily basis.



**8. Basic Information about Bidder**

Sr. No.	Particulars	Details
1	Name of the Applicant/Organisation and address of their registered office	
2	Type of the Organisation (whether Sole Proprietorship/ Partnership/Private Limited/ Limited or Cooperative Body etc)	
3	Name Of The Proprietor/Partners/Directors of the Organisation/Firm.	(a)
		(b)
		(c)
4	Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm	
5	Experience in the field of concerned works (Years)	
6	Technical personnel available in the organization (Details to be furnished in Part III)	
7	Address of office through which the proposed work of school will be handled and the name and designation of the Officer-in-Charge	
8	Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate shall be attached)	
9	Details of organisation and its location, machinery, Technical Personnel employed	Attach a separate sheet
10	Yearly turnover of the company during last 3 years (Year-wise) – Attach balance sheet/P&L a/c statement and IT returns of the firm of last three years.	
11	Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation	

## 8. Work Experience

### a) Previous Experience

List of important works done in last five years (as per the pre qualification criteria mentioned in this tender)

S r. N o	Name & Locatio n of work	Cost Of Work	Name of owner	Full Addres s	Name of the contact person from owner's side for whome work was execute d	Contact no. of the contact person of the owner (Mandator y)	Email id of the contact person (Mandator y)	Completion period		Whether the work was left incompl ete (reason s if any for delay in completi on of work) or contract was terminat ed from either side (give full details)	Any other relewa nt inform ati on
								Stipulate d	Actua l		
1	2	3	4	5	6	7	8	9	10	11	12

**Note:- The supporting documents like experience certificate, completion certificate shall be closed mandatorily.**









**10. AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/-DULY NOTARIZED**

**DECLARATION**

I, \_\_\_\_\_ sole proprietor/partner/authorized signatory of M/s. \_\_\_\_\_ sole proprietorship/partnership firm/public/private limited company , having its principal place of business/ registered office at.....(Full Address) do hereby

solemnly affirm and declare as under:-

That I am the sole proprietor of M/s \_\_\_\_\_

Or

That ours is partnership firm having partners as under:-

Full Name of partners.

(a)

(b)

(c)

(d)

Or

That ours is a private limited/public limited company incorporated in terms of the provisions of the Companies Act,1956/Companies Act,2013.

(Delete which is not applicable while typing affidavit)

If proprietorship, a registration certificate for the same/if partnership Firm, partnership deed is to be enclosed, if private limited/public limited company, Certificate of incorporation and Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

2. That I hereby confirm and declare that my/our firm/company

M/s..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.

Signature and Seal of the bidder

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## **Part - 2 : Financial Bid**

**Bill of Quantities**

**Annual Maintenance Contract for House Keeping & Ground Area Maintenance for Staff Quarter, School, Hostel And Mess for Army Public School, Beas, Kapurthala**

<b>Bill of quantities</b>			
<b><u>Ser No</u></b>	<b><u>Nomenclature</u></b>	<b><u>Numbers</u></b>	<b><u>Amount Charges</u></b>
1.	Supervisor		
2.	Electrician		
3	Carpenter		
3.	Plumber		
4.	Helper/ MTS		
5.	Mason		
6.	Other if any Please mention detail		
7.			
8.			
	GST/TAX/Etc		
<b>Total</b>			

**Important Notes:**

- 1. AMC charges shall be inclusive of all taxes, duties, charges etc.**
- 2. The contractor shall pay the personnel deployed in APS Beas premises, their wages in accordance with the Minimum Wages Act, 1948 (amended time to time).**

