ARMY PUBLIC SCHOOL
NEAR FOL DEPOT, AJMER ROAD, JODHPUR

EXPRESSION OF INTEREST

Expression of interest is hereby invited for outsourcing of 05 x House Keeping Staff (Cleaner) (03 x male & 03 x female) for Primary Wing. Tender document is available for issue in the school office on all working days with effect from **05 Jul 2024 to 25 Jul 2024** between **0900 hrs** to **1345 hrs** on cash payment of **Rs 500/- only**. The tender document is also available on the school web site apsjodhpur.com. The document duly filled in all respect alongwith DD of Rs 500/- in favour of Principal, APS Jodhpur (if downloaded from website) to be delivered in the School Quotation Box placed at Main Gate in a sealed envelope addressed to the Principal, Army Public School Jodhpur latest by **26 Jul 2024** (1100 hrs). For any query, contact 0291-2510559 or 9414005442.

Principal
Army Public School Jodhpur

प्राचार्य / PRINCIPAL
आर्मी पब्लिक स्कूल
Army Public School
जोधपुर / Jodhpur

TENDER DOCUMENTS

ARMY PUBLIC SCHOOL JODHPUR

OURSOURCING OF HOUSE KEEPING STAFF FOR PRIMARY WING OF ARMY PUBLIC SCHOOL JODHPUR

(Price Rs 500/-)

1. We would like to outsource 5 x House Keeping Staff (Cleaning, 03 male & 02 female) for Primary Wing at APS Jodhpur.

2. Timing for House Keeping Staff (Cleaning)

   (a) Summer - 0630 hrs to 1430 hrs

   (b) Winter - 0730 hrs to 1530 hrs

3. The Institute will maintain the attendance register for the above staff.

4. The complete staff should be physically fit & strong, mentally alert and preferably in the age group of 21 to 50 years. House Keeping Staff, should preferably be 10^{th} pass.

5. The Agency will be fully responsible for any loss of property/theft on account of negligence of their duty in the campus and the cost of such loss should be borne by the agency.

6. The complete male staff should wear clean uniforms, shoes regularly supplied by the agency. Female employees will wear sari/salwar kurta supplied by the agency.

7. The staff will have to maintain exemplary discipline and be polite always and work for the welfare of the institute and should follow school rules.

8. The period of outsourcing is one year initially which shall be extended further subject to efficient and effective performance.

9. One month cost will be deposited in the form of Joint FD/Bank Guarantee as security deposit by the final bidder at the time of receiving order and the same will be refunded on completion of the contract. In case the firm would like to discontinue the contract, one month notice will be given by the vendor failing which, security deposit will be forfeited.

10. Contract agreement will be made on approval of the tender and requisite stamp paper will be brought by the vendor.

11. Work of the complete staff will be monitored by a School Committee.

12. Monthly bills will be paid by cheque only to the agency and the school will not take any responsibility to pay salary to the staff. No advance will be paid to the agency by the institute under any circumstances.

13. The staff is strictly forbidden to take part in any labour union activities inside the campus.

14 The staff deployed by the agency should strictly avoid consumption of liquor or smoking in the school campus. The institute will be within its powers to bar entry to any such personnel of the agency found within the campus having consumed liquor irrespective of whether he is in sober state or otherwise or found smoking during duty.

15. The staff should not be changed at least for a minimum period of three months.

16. The Agency should sign an agreement as a token of acceptance of contract immediately.

17. The work will be executed as per directions failing which penalty to be decided by the School Management will be levied.

18. Firms to attach their experience of such work done earlier in other institutions. Preference will be given to the agencies who has provided the staff in any academic institutions

19. Firms to attach the monthly cost with detailed break as an Annexure with this tender document.

20. Last date of submission of tender - **1100 AM, 26 Jul 2024**

21. Date of opening of tenders - **16 Jul 2024** (1115 hrs). If the tender will not be opened on **26 Jul 2024** due to any exigencies, the same will be intimated to the firms telephonically.

22. Firms to mention their full address with telephone number on the envelope.

Principal
PRINCIPAL
APS Jodhpur
Army Public School
जोधपुर / Jodhpur

To be filled by the Firm before Delivery

Name & address of the firm : _____

_____

TIN No (Compulsory) : _____

Name of the Firm's owner/Rep : _____

Signature of the firm's owner/rep with seal : _____

Telephone & Mobile No : _____

E-mail address of the Firm : _____

Date of Depositing of the Tender : _____