**Form - I**

## TECHNICAL BID

## TENDER FORM: TECHNICAL BID FOR PROVIDING SKILLED/SEMI SKILLED PERSONS (HOUSEKEEPING STAFF) TO ARMY PUBLIC SCHOOL NO 2, AMBALA CANTT

1. **Name of Firm /Agency** providing **Unskilled/Semi Skilled/Skilled**: _____ persons for day to day maintenance of the school and its premises, _____ with **full address and Tele No** _____

   Tele No : _____

2. The Skilled/Semi Skilled persons in the following categories will be provided:-

   (a) Safai Karamchari (b) Plumber (c) Carpenter (d) Electrician (e) Welder (f) MTS (g) Supervisor (h) Ladies Attendants (House Keeping)

3. The above category persons so provided should have the following eligibility criteria:-

   (a) In the age group of 30 to 50 years preferably Ex-Servicemen.

   (b) In case persons are not ESM, they should have minimum of two years experience in the nature of work. Ladies will be prefered as Ladies Attendants (Bus Conductors/MTS) on requirement basis.

   (c) Physically and medically fit to perform the specific duties effectively (Medical Certificate will be given before employment).

   (d) They should be well behaved and smartly dressed. They should be in possession of minimum 2 sets of uniform as prescribed and the same to be provided by the contractor/agency.

   (e) The uniform will be approved by the School Authorities.

   (f) All persons should be trained in use of Fire Equipments and First Aid.

   (g) Trained in rescue operations in case of natural calamity/accident.

4. I/We will understand that:-

   (a) The above category persons may be increased/decreased by the School Management according to the requirement.

   (b) I/we will not permit the persons to perform the duties beyond 8 hours in a day.

   (c) Those who are found unsuitable for duties by the School Management will be changed by the firm/agency providing house keeping services.

   (d) They will be responsible for day to day maintenance of the school and its premises.

   (e) The persons so provided will work in the supervision of the supervisor who will work under Adm Supervisor of the school.

   (f) No item(s) from the school premises will be taken out of the gate without proper gate pass/brought in the school premises without the permission of the school authorities.

   (g) The firm/agency providing person will be responsible for any theft/damage to the school property including school building stores and equipments caused by the person.

   (h) All other terms and conditions as may be laid down by the School Management Committee related to security of the school will be acceptable to me/us.

   (j) The person does not become an employee of the school by virtue of his/her deployment in the campus.

(Sig of Rep/Prop alongwith stamp)

P…..2/-

(k) The Firm/Agency is registered with the Govt (Director General of Resettlement) of the concerned State and has the EPF and ESIC Nos allotted **(Copies of the Registration of firm, EPF, ESIC, GST No & PAN No to be attached duly self attested)**. **Copy of MSME/Udyam certificate if registered.**

(l) Providing EPF and ESIC cover etc as applicable will be the responsibility of firm/agency.

5. "Commercial Bids" of only agency/vendors will be opened those who qualify the terms and conditions of "Technical Bid'. **Technical and Commercial Bids to be submitted in separate envelops duly marked on the top as "TECHNICAL BID" and "COMMERCIAL BID" separately.** Both the envelops to be put in a large envelop duly marked on the top as "TENDER FORM FOR PROVIDING SECURITY SERVICES'. The tenders are to be deposited in the tender box kept at reception counter at Army Public School, Ambala Cantt.

6. "Commercial Bid" of only vendor will be opened those who qualify the terms and conditions of 'Technical Bid'.

7. The management reserves the right to reject any tender without assigning any reason and decision of this institution will be final and binding.

8. Last date of receipt of sealed tenders duly completed is **30 May 2026 by 1300h**. All bids received after 1300 hrs on 29 May 2026 shall be considered invalid and shall not be opened. Tender (Technical bid) will be opened on 01 Jun 2026.

9. Contract will commence from 01 Jul 2026 for 11 months only.

It is certified that the above mentioned conditions are acceptable to us and will be complied with.

Dated : May 2026 (Sig of Rep/Prop alongwith stamp)

Form – II

**COMMERCIAL BID**

**TENDER FORM: COMMERCIAL BID FOR PROVIDING UNSKILLED / SEMI SKILLED / SKILLED PERSONS (HOUSEKEEPING STAFF) TO ARMY PUBLIC SCHOOL NO 2 , AMBALA CANTT**

1. **Name of Firm /Agency** providing **Unskilled/Semi Skilled/Skilled**: _____ persons for day to day maintenance of the school and its premises, _____ with **full address and Tele No** _____

Tele No : _____

2. Rate to be charged:-

(a) Per Unskilled/ Semi Skilled/ Skilled person per month consolidated (all members) :
(b) EPF @ as specified rates in the EPF Act. :
(c) ESIC @ as specified rates in the ESI Scheme Act :
(d) TDS impact (if any) :
(e) Service charges :
(g) Total (per month) per person :

**NOTE :- THE SALARY OF UNSKILLED / SEMI SKILLED / SKILLED PERSONS SHOULD BE QUOTED GIVING BREAK DOWN OF CALCULATION OF SALARY IN TERMS OF NERRICK RATES OF WAGES, EPF, ESIC AND ANY OTHER HEAD.**

3. I/we understand that:-

(a) The rates quoted are for 11 months and the contract will be for 11 months only from the date of execution of the contract.

(b) Ladies Attendants (House Keeping / MTS) will be given salary for working days only. No salary will be given during summer/winter/autumn/holidays/leave by individual.

(c) All eligibility criteria for Unskilled / Semi skilled / Skilled person will be as specified in 'Technical Bid'.

(d) Any person in the state of intoxication will not be permitted in the school premises.

(e) All other terms and conditions as may be laid down by the School Management Committee related to security of the school will be acceptable to me/us.

(f) The person does not become an employee of the school by virtue of his/her deployment in the campus.

(g) Onward and before the commencement of contract, a sum of Rs. 50,000/- will be deposited with the school as refundable security.

4. Earnest money Rs. 10,000/- to be deposited with school through DD/Cash in favour of Principal Army Public School No 2, Ambala cantt. In case the L1 agency does not come forward for negotiation, the earnest money of Rs. 10,000/- will be forfeited.

5. After the allotment of contract, in case 'Agency' withdraws within three months, the security deposit of Rs. 50,000/- will stand forfeited.

6. "Commercial Bid" of only vendor will be opened those who qualify the terms and conditions of 'Technical Bid'

7. The management reserves the right to reject any tender without assigning any reason and decision of this institution will be final and binding

8. Last date of receipt of sealed tenders duly completed in all respect is **30 May 2026 by 1300h**. All bids received after 1300 hrs on **01 Jun 2026** shall be considered invalid and shall not be opened. Tender (Financial bid) will be opened after approval of the technical bid from higher authorities.

9. **Number of Housekeeping Staff will be as per School reqmt i.e between 10 to 15 person**. **Number of House Keeping (Lady Attendants) will be as per School reqmt i.e between 30 to 40 persons**.

I/We, the Bidders deemed to have read, fully understood and willing to abide by this document (Technical and Financial Bids) when they submit their bids. Accordingly, all forms duly signed with office stamp of the firm shall be submitted alongwith the bid documents; failing which the bid shall be considered invalid and no cognizance shall be taken of it**.**

Dated : May 2026 (Sig of Rep/Prop alongwith stamp)