

**TENDER DOCUMENTS : SECURITY SERVICES**

Civ : 0241 / 2323009

Army Public School  
Ahmednagar-414 002

CF No2160/APS/Security Services

08 Jul 2024

**TENDER FOR EMPLOYMENT OF SECURITY GUARDS TO APS AHMEDNAGAR**

Dear Mr / Mrs - Interested Firms

1. Army Public School, Ahmednagar is desirous to employ the security guards for security of school campus through authorized service agency.
2. **Requirement** To provide security guards to school as per details given in the terms of tender. The agency will provide guards (male) probably Ex-Servicemen (Army) & females.
3. Sealed commercial quotations are invited from eligible service provider for providing of security guards for security of school campus, Army Public School, Ahmednagar.
4. Interested Bidders to submit their proposals as per the terms and conditions attached as **Appendix** to this tender form. The proposal should be addressed to **Principal, Army Public School, Jamkhed Road Ahmednagar, Maharashtra**. The last date for submitting the proposals is **21 Jul 2024**.
5. Any clarifications or details (pre bid queries) required by the bidders should be communicated in writing to **Ex Sub Vijay Kapse, Project Coordinator and Security Officer, Army Public School Ahmednagar (Email: [apsahmednagar01@gamil.com](mailto:apsahmednagar01@gamil.com), within 7 days** of collection of tender documents.

Thank you.

Yours faithfully,



(Mr Arsh Bagwan)  
Adm Officer  
Army Public School, Ahmednagar

**TERMS AND CONDITIONS OF THE TENDER**

1. **Background.** Army Public School, Ahmednagar is desirous to employ security guards for security of school campus.

2. It is in this context that the tender has been invited for providing the security guards to APS, Ahmednagar through an authorized service provider.

3. **Scope of Work.**

(a) The scope of tender includes the provision of security guards to Army Public School, Ahmednagar through authorized service agency.

(b) Presently requirement of security guards is 23 Nos (Male-21 and 02 Female). Present requirement with equipment are as under:-

Ser No	Details	A/U	Qty	Remark
(i)	Security Guards (Ex Servicemen of Army)	Nos	18	
(ii)	Security Guards (Civilian Gents)	Nos	03	
(iii)	Security Guards (Civilian Ladies)	Nos	02	
		<b>Total</b>	<b>23</b>	

(c) Equipment :-

Ser No	Details	A/U	Qty	Remark
(i)	Walkie Talkie (Motorola)	Nos	05	
(ii)	LED Dragon Torch	Nos	05	
(iii)	Safety Baton	Nos	08	

(d) Deployment of these guards in the school are as under:-

Wing	Location	Time		Number of Guards		
		From	To	Ex Servicemen	Civ Gents	Civ Ladies
Senior Wing	Gate No-1 to Gate No - 5	0630hrs	1430hrs	04	-	01
		1430hrs	2230hrs	02	-	-
	School Campus	2230hrs	0630hrs	02	-	-
			<b>Total</b>	<b>08</b>	-	<b>01</b>
Primary Wing	Gate No-1	0630hrs	1430hrs	-	-	01
	Middle Gate	0630hrs	1430hrs	01	-	-
	Gate No 7	0630hrs	1430hrs	01	-	-
	Gate No 7	1430hrs	2230hrs	01	-	-
	School Campus	2230hrs	0630hrs	02	-	-
			<b>Total</b>	<b>05</b>		<b>01</b>
Old Primary Wing	Gate No-1	0630hrs	1430hrs	-	01	-
	Gate No-1	1430hrs	2230hrs	-	01	-
	Gate No-1 & 2	2230hrs	0630hrs	01	01	-
			<b>Total</b>	<b>01</b>	<b>03</b>	-
APPPS	Gate No-1	0630hrs	1430hrs	01	-	-
	Gate No-1	1430hrs	2230hrs	01	-	-
	School Campus	2230hrs	0630hrs	02	-	-
			<b>Total</b>	<b>04</b>	-	-
<b>Grand Total</b>				<b>18</b>	<b>03</b>	<b>02</b>

4. **Conditions.** The service agency must fulfill the following eligibility conditions:-
- (a) Contractor must be registered with Maharashtra Security Guard Board, Private Security Agency Regulation Act 2005, Shop and Establishment Act (provide certification for this).
  - (b) The firm must have registered for providing Provident Fund to its employee and ESIC Authority. GSTN and PAN details are mandatory (Enclose the documents).
  - (c) The Security Agency will keep a Security Deposit of Rs 50,000/- with the School.
  - (d) Monthly bills will only be paid by Cheque to the contractor. No advance will be paid to the contractor under any circumstances. The contractor will pay salary to the guards by 10<sup>th</sup> day of every month and not later than this.
  - (e) Educational qualification of the guards must be minimum 10<sup>th</sup> Pass.
  - (f) The security guards should be physically fit and strong, mentally alert and in the age group of 30-50 yrs.
  - (g) The security guards should get Police verification done from local police station.
  - (h) The guards must be well trained and accustomed with all the security laws, provisions of the POCSO and Children security.
  - (j) All guards should be physically and mentally fit.
  - (k) The security guards provided by the contractor will be for 24 hours in the shift of 08 hours.
  - (l) The service agency should have at least 3 years experience in reputed service of providing of Security Guards / Providing Manpowers (provide certification for this).
  - (m) Service agency should be capable in employment of required number of security guards to the school.
  - (n) Initially your contract will be for 01 year, which may be further renewed for one more year based on your performance.
  - (o) Supervisor of the agency will visit the school on daily basis. He will be responsible for accountability of the guards provided to the school. Any failure in attendance of guards / guards inability to follow laid down school instructions and guidelines will be authorize the school to lay suitable penalties on the agency.
  - (p) Any replacement should be approved by Security Officer based on police verification, the vendor must agree to change in requirement as & when reqd.

5. **Mode of Submission Quotations.** Quotations shall be sent through registered post or professional courier service so as to reach the school address on or before the due date. Alternatively, the quotations can also be submitted in person by the authorized representative of the agency.
6. The Proposals (each page) must be duly signed by authorised signatory of the agency. Corrections made in the offer shall be authenticated by the signature of the authorized signatory of the agency.
7. The agency shall submit the quotation in original. Proposals must be submitted not later than **21 Jul 2024** to Principal, Army Public School, Jamkhed Road, Ahmednagar-414002.
8. The quotations shall be placed in a sealed envelope marked "**Quotations for Providing of Security Guards to APS, Ahmednagar**". The envelope shall bear the submission address as serial No 7 above. Army Public School, Ahemdagar will not be responsible for misplacement, loss, and delay during transit of the quotations.
9. The agency shall structure the quotations in the format as prescribed.
10. Any further clarifications or details be needed, the interested agency shall communicate in writing to the focal person of Army Public School, Ahmednagar **within 7 days** of issue of tender. The agency should send the queries / clarifications through official e-mail IDs only.
11. Quotations received after due date or unsealed or unsigned or incomplete will be rejected.
12. **Earnest Money Deposit.** The technical bid shall be accompanied by an amount of Rs 10,000/- (Rupees ten thousand only) in form of a Demand Draft drawn in favour of Army Public School, Ahmednagar as Earnest Money Deposit (EMD).
13. The EMD of the successful bidder shall be retained by **Army Public School, Ahmednagar** as performance security. The EMD of the unsuccessful bids shall be refunded.
14. The successful bidder's EMD will be refund after 1 months from starting of work / supply order.
15. If the successful Bidder fails to act according to the tender conditions or backs out after the tender has been accepted, the EMD will be forfeited.
16. **Submission of Tenders.** Experience of Firms, Registered security agencies with minimum 3 years experience in providing of security Guards / Manpower to a reputed institution / organization are eligible to apply. You are requested to submit your Technical Bids and Commercial Bids separately in two different sealed envelopes. The envelopes should be clearly marked as below Technical Bids shall be opened first. Commercial Bids of only valid and suitable technical bids would be considered / opened. The decision of the board shall be final and binding on all and no representation in this regard will be entertained.
- (a) Technical Bid: Envelope No 1
- (b) Commercial Bid: Envelope No 2

17. **Technical Bid.** Technical Bid should be drafted in favour of the "Army Public School, Ahmednagar" along with the following documents.

- (a) Company Profile including registration details of the agency.
- (b) EPF and ESI registration details.
- (c) GST Registration Certificate.
- (d) Income Tax return of last two years.
- (e) Annual Turnover Requirement: The firm must demonstrate an annual turnover equivalent to 50 lakhs for the financial year 2023-2024.
- (f) Work Order: The firm should possess a minimum of four work orders for providing security guards / contract with school / private company / Hospitals for security Services (Not on letter head). Details including duration, scope, and school locations served must be provided.
- (g) Registered Head Office: The registered head office of the firm must be located in Ahmednagar. Supporting documentation confirming the address should be provided.
- (h) PASARA License Registration: The firm must be registered with a PASARA license, showcasing compliance with legal requirement for providing security services.
- (j) EPF Payroll Requirement: The firm should have a minimum of 60 & above employees on the ERF (Employee Provident Fund) payroll.
- (k) Undertaking for Cartel Certificate: An undertaking certifying compliance with cartel regulations and commitment to fair competition must be provided.

18. **Commercial Quotations.** The commercial quotation should comprise of following:-

- (a) **Check List.** Check list of documents required to attached with the bid is attached as **Annexure-I**.
- (b) Proposal submission form / statement of declaration duly filled, signed and complete in all respects be submitted as per **Annexure-II**.
- (c) Agency information form duly filled, signed and complete in all respects be submitted as per **Annexure-III** for establishing the eligibility and qualifications of the agency.
- (d) Performa for Commercial Proposal is attached as **Annexure IV**.

19. The rates quoted should be firm and not be subjected to any price variation clause.

20. **Quotation Validity.** The quotation should be kept valid for a minimum period of six months from the last date of the submission.

21. **Evaluation of Quotations.** An evaluation committee constituted by Army Public School, Ahmednagar will evaluate the quotations. Evaluation Committee will examine the quotations to determine whether they are complete, whether any computational errors have been made, and whether the quotations are generally in order. The Committee may conduct clarification meetings with each agency to discuss any matters related to tender or otherwise.

22. As a pre-qualification criteria, the documents will be examined to determine whether the agency meets the eligibility criteria, completeness of the quotations, whether the documents have been properly signed and whether the quotations are generally in order. Any quotation found to be non-responsive for any reason will be rejected and not included for further consideration.
23. **Tenderer Reserves the Following Rights**. To accept any quotations and to reject any or all quotations at any time prior to the issue of supply order without thereby incurring any liability to the affected agency or agencies or any obligation to inform the affected agency or agencies of the reasons or grounds for Tenderer's action, to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the overall programme without assigning any reasons thereof.
24. **Rejection of Quotation**. The quotations will be summarily rejected if:-
- (a) It is not received in proper sealed cover with superscription as indicated above.
  - (b) It is not in prescribed form and not containing all required details/ information/ documents.
  - (c) It is not properly signed.
  - (d) It is received after the due date and time.
  - (e) Bid received without EMD.
25. **Rate Negotiations**. Rate negotiation will be carried with **L1 bidder** and accordingly supply order will be given to him after signing of contract.
26. **Payment Terms**. Payment of the guards provided will be made by Army Public School, Ahmednagar by 5<sup>th</sup> of every month on the basis of attendance of guards.
27. **Last date for submission of Quotations**. The last date for submitting the Proposals is **21 Jul 2024 at 1200 hrs.**

**CHECK LIST FOR SUBMISSION OF QUOTATION**

Ser No	Details	Remarks by the Agency
1.	Is proposal submission form / statement of declaration duly filled, signed and complete in all respects submitted as per <b>Annexure-II</b> ?	Yes / No
2.	Is agency information form duly filled, signed and complete in all respects submitted as per <b>Annexure-III</b> ?	Yes / No
3.	Is performa for Commercial Proposal is submitted as per <b>Annexure IV</b> ?	Yes / No
4.	Is agency registered with Maharashtra Security Guard Board, Private Agency Regulation Act 2005? Is certification to this effect attached with Quotation ?	Yes / No Yes / No
5.	Is agency is registered for providing provident fund facilities to its employee ?	Yes / No
6.	Is GSTN and PAN details provided with quotation ?	Yes / No
7.	Is agency had experience of 3 years in the field of security Services / Providing manpower?	Yes / No
8.	Is agency ready to provide the guards only ex-serviceman of Army?	Yes / No
9.	Is agency ready to provide the guards having minimum qualification of 10 <sup>th</sup> pass?	Yes / No
10.	Is agency ready to provide the guards in age bracket of 30 yrs to 50 yrs only ?	Yes / No
11.	Is the guards provided by the agency is well trained and accustomed with all the security laws and provisions of the POCSO ?	Yes / No
12.	Is agency is ready to provide the guards for 24 hours in the shift of 08 hours?	Yes / No
13.	Is agency is capable in employment of required number of ex-serviceman guards to the school?	Yes / No
14.	Is DD of earnest money of Rs 10,000/- attached with quotations? If, yes give its number & date ?	Yes / No DD No
15.	Tender Fees of Rs. 500/- in the shape of DD/Cheque in favour of Army Public School, Ahmednagar	Yes / No DD No
16.	Is agency is agree to give 04 days leave to security guards?	Yes / No
17.	Is agency is agree for validity of quotations given for six months ?	Yes / No
18.	Is agency is ready to rate negotiations, if comes as <b>L1</b> ?	Yes / No
19.	Is agency is agreed with payment terms of the school ?	Yes / No
20.	Is agency is agree to provide security guards as per para 3 (c) of tender?	Yes / No
21.	Is the proprietor of the agency understood the terms and conditions of the tender ?	Yes / No

Authorized Signature: .....

Name and Designation of Signatory: .....

Name of Agency: .....

Contact Details:.....

**PROPOSAL SUBMISSION FORM/ STATEMENT OF DECLARATION**

[insert: Location] [insert: Date ]

To: [insert: Name and Address of Firm]

Reference: Tender Number ..... Dated .....

Dear Sir/Madam,

We, the undersigned, hereby offer to provide professional services for **Providing of Security Guards to Army Public School, Ahmednagar** in accordance with your tender..... [insert tender No.] dated.....[insert: Date] and our Proposal.

1. We are hereby submitting our Proposal, for providing of security guards to APS Ahmednagar.

2. **We hereby declare that:-**

(a) Our agency is authorized service provider in the field of security services.

(b) All the information and statements made in this quotations are true and we accept that any misrepresentation contained in it may lead to our disqualification

(c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern. We have never been blacklisted by provided unsatisfactory service to any state Government/Central Government or any State/Central PSU.

(d) We hereby offer to provide the security guards for security of school campus of the school at the prices and rates mentioned in the quotations.

(e) We have carefully read and understood the terms and conditions of the tender and the conditions of the tender. We do hereby undertake to provision as per these terms and conditions.

(f) We agree to abide by this Proposal for..... [insert: period of validity as proposed] and that we shall remain bound by a communication of acceptance within that time.

3. Enclosed along with the Technical Proposal is an Earnest Money Deposit (EMD) in form of demand draft (DD No.....) issued by for an amount of Rs.....) in \_\_\_\_\_ words) drawn in favour of..... payable at.....



We fully understand and recognize that Army Public School, Ahmednagar is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that Army Public School, Ahmednagar will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain, Yours sincerely,

Authorized Signature: .....

Name and Designation of Signatory: .....

Name of Agency: .....

Contact Details:.....

**AGENCY INFORMATION FORM**

[insert: Date ]

<b>Ser No</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Agency	
2.	Registered Office Address, Telephone Number, Fax Number E-mail	
3.	Correspondence Address/Mailing Address	
4.	Details of Contact Person (Name, Designation, Address etc.) Telephone Number Fax Number E-mail	
5.	Is the firm a registered company? (If yes, submit documentary proof.) Year & Place of Establishment of the Company	
6.	Former name of the Company, if any.	
7.	Year of Commencement of Agency	
8.	Is the agency registered with sales tax department? If yes, submit valid sales tax registration certificate.	
9.	Is the agency registered for service tax with Central Excise Department (Service Tax Cell)? If yes, Submit valid service tax registration certificate.	
10.	Line of Business (specify)	
11.	Is the agency Registered/empanelled/ has technical collaboration with any Government/ Department//Public Sector Undertaking (if yes, give details)	
12.	List the major clients with whom the firm has been/ is currently associated	
13.	Brief description of litigation history (disputes, arbitration, claims, matters in appeal & in court and any pending litigation against the bidder etc.), indicating current status and outcomes, if already resolved. If nil, an undertaking from the bidder mentioning the same.	
14.	Has the bidding agency ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking/ Central Purchasing Organization? (Give details)	
15.	Has the agency in any capacity not completed any work awarded? (If so, give the name of project and reason for not completing the work)	
16.	Penalties imposed on the agency, if any. Please give details.	
17.	Does the agency intend to associate any other organization for the service for which you are bidding? If so, please give full particulars of that organization separately	
18.	EPF and ESI registration details	
19.	GST Registration Certificate	
20.	Income Tax return of last two years	
21.	Annual Turnover Requirement: The firm must demonstrate an annual turnover equivalent to 50 lakhs for the fiscal year 2023-2024	
22.	Work orders: The firm should possess a minimum of four work orders / Contract with school / Private School / Private Company / Hospital for providing security services (Not on letter head). Details including duration, scope and school locations served must be provided.	

Ser No	Particulars	Details
23.	Registered Head Office: The registered head office of the firm must be located in Ahmednagar. Supporting documentation confirming the address should be provided.	
24.	PASARA License Registration. The firm must be registered with a PASARA license, showcasing compliance with legal requirement for providing security services.	
25.	EPF Payroll requirement: The firm should have a minimum of 60 employees of the ERF (Employee Provident Fund) payroll.	
26.	Undertaking for Cartel Certificate: An undertaking certifying compliance with cartel regulations and commitment to fair competition must be provided.	

Authorized Signature: .....

Name and Designation of Signatory: .....

Name of Firm: .....

Contact Details:.....

.....

**Please mark this letter with your corporate seal]**

**PERFORMA – COMMERCIAL PROPOSAL FORM**

[insert: Location] [insert: Date ]

To: [insert: Name and Address of Army Public School, Ahmednagar]

**Reference:** Tender Number ..... Dated ..... Dear Sir/Madam,

We, the undersigned, agree, subject to acceptance of this tender by Army Public School, Ahmednagar for providing of security guards for security of school campus, in accordance with the terms and conditions of contract stated in the tender document and rates and prices specified in our commercial proposal.

Our attached financial proposal is for an amount of Rs .....

(.....in words). To provide security guards for shift of 08 hours. The agency will provide the guards only Ex-Servicemen (Army). The rates quoted are for providing of security guards for security of school campus is as under:-

Ser No	Details	A/U	Qty	Rate per month	Total
(i)	Security Guards (Male) (Ex Servicemen of Army)	Nos	18		
(ii)	Security Guards (Gents)	Nos	03		
(iii)	Security Guards (Ladies)	Nos	02		
	<b>Total</b>		<b>23</b>		

Our commercial proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

We remain, Yours sincerely,

Authorized Signature: .....

Name and Designation of Signatory: .....

Name of Firm: .....

Contact Details:.....

**[Please mark this letter with your corporate seal]**