

**ARMY PUBLIC SCHOOL KANPUR**

**TENDER FORM FOR PROVIDING OF SECURITY GUARDS**

1. Army Public School Kanpur is looking for providing of security guards for round the clock security of the school. In view of the same quotation from the registered reputed firms are here by invited.

**Details of Firm**

- (a) Name of the Security Agency \_\_\_\_\_
- (b) Name of Prop \_\_\_\_\_
- (c) Regn No \_\_\_\_\_
- (d) Details of ESIC & EPF being paid in respect of Security Guards :-
- (i) ESIC Code No \_\_\_\_\_
- (ii) EPF Code No \_\_\_\_\_

(Supported with copies of EPF/ESI/Service Tax Regn Cert & copy of license issued by Regional Labour Commissioner)

2. **Details of Guards required**

04 x Guards for Senior Wing

03 Guards for Primary Wing

3. Rates (To be filled by the Agency in detail)

\_\_\_\_\_  
\_\_\_\_\_

Total :-

4. **Details of Bankers with Address & Contract No**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I solemnly state that all the details quoted above are true to the best of my knowledge and belief. I also understand that in case the above details given by me is found to be false at any stage the quotation are liable to be cancelled with out giving prior notice.

Place :

Signature \_\_\_\_\_  
Head of the Agency

Dated :

Note : - Form to be submitted along with covering letter by 20 Feb 2023. For the duties and discipline of the guards please see on the reverse page).

## DUTY AND DISCIPLINE

1. That the Security Agency shall be obliged to comply with the following :-
  - (a) The Agency will be responsible for the safety and security of all the properties and belongings of the school.
  - (b) Not permit or carry on any unlawful activity or create indiscipline in the school premises.
  - (c) To solely responsible for employment, dismissal, termination and re-employment of its staff and personnel and shall the school informed with all developments in this regard.
  - (d) To pay all dues of its employees keep the school absolved and indemnified from any liability in this respect.
  - (e) To be responsible for behavior of its staff and personnel, their turnout and uniform and ensure good conduct, cooperation and discipline towards Principal and official of the school.
  - (f) Take appropriate corrective and disciplinary action against its employees against whom the school notifies.
  - (g) On expiry of this agreement of Security Agency shall be liable and responsible to make all statutory payments to its staff and personnel and make all other statutory obligation and liability and obtain suitable discharge in favour of the school so that no liability or obligation devolves on the school.

## TENDER ELIGIBILITY CRITERIA

1. PSA shall have license of U.P Government under Private Security Regulation Act 2005 for running the security business.
2. PSA must have minimum two years experience in providing security services in any of the reputed Educational Institutions/School/College.
3. PSA should produce last three years ITR before award of Tender.
4. PSA should have minimum five crore turnover in last three years.
5. PSA must have experience of minimum three years in providing Security Services.
6. Agency should produce Satisfactory Performance Certificate of Security Services from minimum three Organizations.
7. Service Charges should not be less than 2% of the total cost of wages as per U.P Govt. Minimum Wages Act/Rules.
8. PSA should have compliance of Minimum 1000 employee in PF & ESI.