

Mobile 97976 88444, 99149 23104

Army Public School
New Military Station
PO – Lakhan Kalan
Kapurthala – 144 601



APS/09/MTS/Kpt

27 May 2022

CALL FOR QUOTATIONS : MULTI-TASKING STAFF
AT ARMY PUBLIC SCHOOL KAPURTHALA

Sir/Madam,

1. The quotations are hereby called for provision of Multi-Tasking Staff at Army Public School Kapurthala for session 2022-23. The salient features of term and conditions are as under :-

(a) **Outsourcing Personnel**

- (i) Multi-Tasking Staff (MTS)/House Keeping Staff (Lady Staff only)
- (ii) Mali/Gardener (Full Time/Part Time – 4 hrs).

(b) **Duty Hours** 0800 hrs (08:00 AM) to 1600 hrs (04:00 PM) (may be vary as per school schedule). Number of days will be as per number of working days of school or as decided by the school management.

2. **Term & Conditions**

- (a) The staff will work under the School Management.
- (b) The staff should be conversant with their duties for which he/she is being employed.
- (c) The staff will abide by the instructions issued by the school authorities.
- (d) The staff to be physically and mentally fit (Medical fitness certificate to be submitted).
- (e) No staff to be changed without prior info and consent of school management.
- (f) Staff will be appointed only if found suitable by the management. Casual/untrained staff will not be accepted.
- (g) Police verification of all staff is mandatory before joining.

3. **Payments** Contract payment to be made to the agency through crossed cheque only, on monthly basis.

4. **Payment of EPF/ESI** On receipt of payment from school, EPF & ESI of the staff to be paid to the concerned organization (online mode only) by the agency within four working days. Payment receipt to be submitted to the school management within three working days after payment of EPF & ESI to the concerned organizations. Delay in payment of EPF/ESI will not be accepted at any cost and may lead to cancellation of contract. Password of the employees for EPF & ESI to be shared with school management.

5. Any Court Case/Legal complications arising out of Para 2 and 4 will be defended by the concerned agency. Agency to abide by Labour Laws in force.

6 **Last date and time for Deposition the Bids** Only approved Agency (Central/State Govt approved agency) to apply for quotation. The agency should also submit a list of clientele in the near vicinity. Quotations to be submitted in a sealed envelope along with security deposit of Rs 25,000/- (Rupees twenty five thousand only) in form of Bank Draft only in favour of **Principal Army Public School Kapurthala** payable at Kapurthala on any working day from 0900 hrs to 1600 hrs but not later than **1500 hrs on 13 June 2022**. The security deposit will be refunded to the agency in case the quotation is not accepted/rejected/not selected by the school. Incomplete quotation/quotations without earnest money of Rs 25,000/- in form of Bank Draft are likely to be rejected and the school will not be liable, whatsoever, for any consequences arising out of it.

7 **Date and Time for Opening of Quotations** Date of opening of quotations is **14 Jun 2022 at 1130 hrs**. If due to any exigency or the due date for the opening of the Bids is declared as closed holiday, the Bid will be opened on the next working day at the same time or on any other day/time, as intimated by the School Management.

Commercial Aspects

8 A locked & sealed Tender Box will be placed at the office of Principal, Army Public School, Kapurthala. Tender received by post/courier by due date will be placed in the box.

9 The bids should remain valid till **30 September 2022**.

10 The school administration has the right to cancel the proposal at any stage on the discretion of School Administration & Management Committee (SAMC) without paying any type of compensation to the vendor/agency.

11 The following documents will be attached along with Tender document :-

- (a) Registration Certificate of the Agency.
- (b) Photocopy copy of PAN Card.
- (c) ITR last two years.
- (d) Bank Statement of Account for last six months.
- (e) Aadhaar Card of all signatories in case of firm.

12 Quotations duly completed in all respects (as per Appendix 'A') in sealed envelope clearly mentioning on TOP "**QUOTATIONS FOR MTS**" should be delivered through courier or post on the following address on any working day between 0900 hrs to 1600 hrs but not later than 13 June 2022 (1500 hrs) -

Principal
Army Public School
New Military Station
PO – Lakhan Kalan
Kapurthala – 144 601

13. For any queries, the agency/vendors may contact to school authorities on school mail apskapurthala@gmail.com



Yours faithfully,

(Ms Mamta Agarwal)
Principal
APS Kapurthala

Enclosures : Appendix 'A'



**CALL FOR QUOTATIONS : UNSKILLED MULTI-TASKING STAFF
AT ARMY PUBLIC SCHOOL KAPURTHALA**

Ser No	Description	Amount		Remarks
		Full Time	Part Time	
<u>Multi-Tasking Staff (MTS)/House Keeping Staff</u>				
1.	Basic Wages per Day			
2.	EPF @			
3.	ESIC @			
4.	Services Charges (Lumpsum/Per individual)			
5.	Any Other Charges			
6.	Overtime per hour, if any			
7.	Taxes (if any)			
8.	Discount if any			
9.	Net Wages PM			
<u>Mali/Gardener</u>				
1.	Basic Wages per Day			
2.	EPF @			
3.	ESIC @			
4.	Services Charges (Lumpsum/Per individual)			
5.	Any Other Charges			
6.	Overtime per hour, if any			
7.	Taxes (if any)			
8.	Discount if any			
9.	Net Wages PM			
<u>Number of visits by Head of the Organization</u>		One Visit per month	Coy Sub per week ; One visit and Four- five visits during the month.	