

TENDER DOCUMENTS

ARMY PUBLIC SCHOOL JODHPUR

**OUTSOURCING OF HOUSE KEEPING STAFF FOR PRIMARY WING OF ARMY PUBLIC
SCHOOL JODHPUR**

(Price Rs 500/-)



1. We would like to outsource 05 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 10th 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 deposited by the final bidder at the time of receiving order and the same will be rounded 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 strictly forbidden to take part in any labour union activity 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.

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17. The work will be executed as per directions failing which penalty too 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 & time of submission of tender - **03 Mar 2026 (1100hrs)**

21. Date & time of opening of tender - **03 Mar 2026 (1115hrs).**

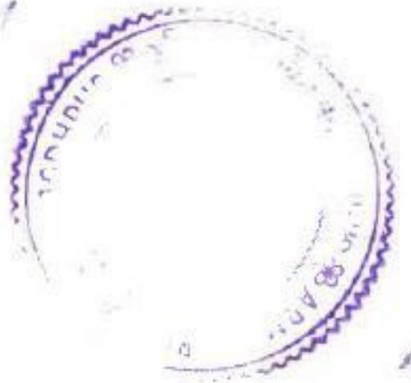
22. Firms to mention their full address with telephone number on the envelope.

23. Firms will submit original copy of valid **police verification** of all the staff to be deployed in the said contract.

24. Firms to attach copy of **EPF Registration and ESI Registration** with tender document, failing which the bid of firms will be disqualify/rejected.

25. Firms will submit statement for deposition of EPF and ESI of all the staff to be deployed in the said contract.

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




(Dr (Mrs) Tabassum Khan)
Principal
ARMY PUBLIC SCHOOL
JODHPUR / Jodhpur

To be filled by the Firm before Deliver

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	:	_____
Email address of the Firm	:	_____
Date of Depositing of the Tender	:	_____

GENERAL INSTRUCTIONS

TENDER NO 10792/APSJ/ OUTSOURCING OF 05 X HOUSE KEEPING STAFF (CLEANER) (03 MALE & 02 X FEMALE) FOR PRIMARY WING OF APS JODHPUR

1. **Availability of Tender Document:** Tender Documents with detail terms & conditions can be downloaded from website i.e., www.apsjodhpur.com or can directly be purchased from school reception.
2. **Validity Period of Offer:** The rates should be valid for one hundred and Eighty (180) days from the date of opening of of the tender.
3. **Location of the Tender Box:** Guard room, near the main gate of Army Public School Jodhpur.
4. **Manner of depositing the bids:** Sealed bid should be either put in **Tender box** or sent by registered post at the school address. (No responsibility will be taken by school Management cell for postal delay/non delivery/no receipt of Bid document).
5. **Place of opening Bids:** Conference Room, Army Public School Jodhpur.
6. **Receipt and opening of Tenders:** The tender documents should reach this office on or before **03 Mar 2026 (1100 hr)**. The tender documents will be opened on the same day at **1115 hr AM**.
7. Principal, Army Public School Jodhpur reserves the right to accept or reject any or all the tenders wholly or partially without assigning any reasons thereof.
8. The Principal Army Public School, Jodhpur reserves the right to relax any terms & conditions in the interest of the ARMY PUBLIC SCHOOL, Jodhpur, after due consonance of APS Management cell.
9. **Who can apply:**
 - 9.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full name in a typed format and the full name of his firm with its current address, Contact details etc.
 - 9.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full names duly typed and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
 - 9.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.
 - 9.4 **Joint Venture/ Consortiums are not accepted.**

10 The successful bidder will have to **sign an agreement** within stipulated time period as mentioned in the letter of intent. The necessary fees, stamp paper, etc. required for completing the agreement have to be **borne by the bidder**.

11. **Final Decision Making Authority.** The School Management reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the School to the bidder(s).