

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.

Contd....2

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 of submission of tender - 04 Dec 2025
21. Date of opening of tender - 04 Dec 2025 (1115hrs).
22. Firms to mention their full address with telephone number on the envelope.



(Dr (Mrs) Tabassum Khan)
Principal

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	:	_____