

ARMY PUBLIC SCHOOL, NEHRU ROAD, LUCKNOW CANTT

ADVERTISEMENT FOR OUTSOURCING OF MAINTENANCE AND HOUSEKEEPING SERVICES

1. Army Public School, Nehru Road, Lucknow Cantt is interested to outsource maintenance and housekeeping services (manpower of either gender) for School Campus to experienced & established Outsourcing Agency (Service Provider) for a period of 12 months initially and extendable thereafter based on quality of service. The services required are maintenance/ cleaning of area/ drains and toilets, gardening, maintenance of school building (to include electrical, plumbing, painting and carpentry works).
2. The service provider will be selected through a two stages bid system. In Stage I, prospective service providers are expected to establish their credentials. In Stage II, commercial bid will be opened who qualified in technical bids. Only Technically qualified Service providers will be permitted to visit the School Campus and assess/ ascertain the nature and quantum of services expected to be provided.
3. **Stage I (Technical Bid)** Service providers meeting the following criteria are requested to submit proof/documents in support of their claim:-
 - (a) Company must have been registered at least 2 years back.
 - (b) Company must have valid two years old PF Registration, ESI and Labour License.
 - (c) Company must have evidence of depositing ESI & PF of atleast 50 persons (Photo copy of one challan memo be attached).
 - (d) Company must have atleast 02 years' experience of providing maintenance and housekeeping services to similar institutions. Proof of previous experience, in the form of MoU, Contract or agreement entered with Govt/Semi Govt/Private establishment's along with satisfactory reports from concerned organizations be submitted.
 - (e) Service Providing Agency must have PAN card.
 - (f) Service Providing Agency must not be in black list of any agency/organization.
 - (g) C.A. Audit Report for last 02 years must be attached.
4. Last date for submission of Technical Bid along with tender fee of Rs 500/- is upto 1200 hrs on 12 **Apr 2024**.
5. **Stage II (Commercial Bid)**. Commercial bids will be opened of only those who qualified in Technical bids. Commercial tender form, terms and conditions and draft contract are attached. Commercial Tender form will be submitted duly filled alongwith all sheets of terms and conditions and draft contract duly signed to indicate compliance/ acceptance of terms & conditions. EMD of Rs 50,000/- (Rupees Fifty Thousand only), through DD drawn in favour of Principal, Army Public School, Nehru Road, Lucknow will be submitted alongwith Commercial Bid. Last date of submission of Commercial Bids will be intimated telephonically. Vendors are required only to quote their service charges in the tender form. The following terms and conditions must be adhered by the vendors prior to quoting their rates in Commercial Bids –
 - (a) Rate per worker per day to be quoted by the bidder, with other statutory requirement such as EPF, ESI and GST etc calculated as per Government orders to arrive at bid amount. Quotes lower than specified minimum wages by Government orders will be rejected. The rates quoted will be binding on the contractor throughout the contract duration and hence must cater for any minimum wages revision(s) by Govt during the contract's currency.
 - (b) Service Charge should be mentioned clearly in commercial bids in figures as well as in words.
 - (c) Grand total of the lowest bid in terms of Wages structure enclosed alongwith Commercial Bid will be considered as final quote for identification of L1 bidder.
 - (d) In case of tie in the grand total of commercial bid between bidders, draw of lots will be resorted for identification of bidder for award of contract.