

HIRING OF MULTI TASKING STAFF THROUGH OUTSOURCING
(04 x UNSKILLED WORKERS AND 05 x WATCH & WARD UNSKILLED)
FOR ARMY PUBLIC SCHOOL, SUKNA

1. Employability schedule of following manpower will be as under: -

<u>Ser</u>	<u>Type of manpower</u>	<u>Working hours</u>
(a)	Multi Tasking Staff Unskilled Workers	From 08:00 AM (morning) to 04:00 PM (evening) for all days (30 / 31 days) except Sunday.
(b)	Watch & Ward Unskilled	24 x7 (Day & Night) for all days (30 / 31 days) including Holidays & Sunday

2. Employees should be Indian Citizen with valid Aadhaar Card / Voter Card.

3. No accommodation / room will be provided for day / night stay for the employees.

4. Employment will be on contract agreement for **11 months** and may be extendable, if agreed by School Administration and Management Committee.

5. Terms and Conditions duly signed by vendors(s) as accepted.

6. Selected vendor will submit Police verification certificate on character and antecedent of their staff once contract is finalized.

Financial Quote

7. As per the Govt of West Bengal Circular No 108/Stat/2RW/9/2022/LCS/JLC dated 06 Jul 2022 that minimum wages for an unskilled workers (MTS / Housekeeping / Staff / Cleaner / Sweeper) should not be less than Rupees 8,830/- per head per month in Zone 'B' of West Bengal State.

8. In addition to above minimum wages, 12% and 3.25% are to be added on basic wages as EPF contribution as well as ESI contribution and then service provider service charge is required to be mentioned. Details of financial quote are formulated as under: -

Basic Monthly Wage of Zone B of Darjeeling	EPF rate 12% of basic wage (To be provided by school)	ESI rate 3.25% of basic wage (To be provided by School)	Service charge by service provider	GST 18%	Total Cost to Company (CTC / per head / per month)
(a)	(b)	(c)	(d)	(e)	(f)
Unskilled Workers (MTS and Watch & Ward)					
Rs 8,380/-	Rs 1,006/-	Rs 272/-	-	Exempted being educational institution	

9. Service provider must have registered for Employee Provident Fund as well as Employee State Insurance. JL number of the firm for EPF and Employers Code No for ESI must be quoted in their quotation. Selected service provider has to submit every month deposit of EPS and ESI contribution attached with Army Public School, Sukna then next payment will be released.

No offered quote / rate will be entertained

10. 02 pairs of New dress / uniform (including shirt, pant, sweater for winter with shoes for gents and salwar suit / sari with shoes, chappals and sweater for winter for ladies) are to be provided to the employee for contract period by the employers.

Documents required to be submitted along with quotation

11. Vendors must submit following valid documents while submitting quotations: -

- (a) Copy of Trade License with date of validity.
- (b) Copy of license / certificate under the provision of PSARA Act 2005 and Govt of West Bengal Private Security Agency Rules 2007 issued by Commissioner, Home & Hill Affairs Department, West Bengal, NABANNA, Howrah with date of validity (Mandatory for security guards / watch and ward staff).
- (c) Copy of Firm's Registration number with State Govt Labour Commissioner's Office of State of West Bengal.
- (d) Copy of Registration of Employee's Fund (EPF) having JL number. Copy of **Statement of such deposits in respect of employee** must be attached as credential.
- (e) Copy of Registration of Employees State Insurance with Employers Code number.
- (f) Copy of PAN card.
- (g) Copy of GST registration.
- (h) Details of company's proprietor / partners and full address printed on Firm letter head with company's contract number and email id printed on it.
- (j) **EMD – Rs 30,000/- (Refundable)** in form of DD in favor of **Army Public School, Sukna** payable at **Sukna**, Dist: Darjeeling, (West Bengal). If no DD will receive / enclose with tender documents it will be reject without notice. The EMD of unsuccessful vendors will be returned within one month after opening of bid. EMD of selected vendor will be kept for **11 (Eleven)** month as **Security Deposit** and will be returned on termination of contract without interest.
- (k) **Tender fee- Rs 250/- (non refundable)** in form of DD in favour of **Army Public School, Sukna** payable at **Sukna**, Dist: Darjeeling (West Bengal).

12. Quotation for the aforesaid works / tender duly sealed / packed should be dropped in the Tender Box of APS, Sukna latest by 1400 hrs on 22 Mar 2026. Tenders will be opened at 10 AM on 23 Mar 2026.

13. Rights are reserved by School Administration & Management Committee (SAMC) to reject any or all tenders without assigning any reason, in case any dispute arises, the decision of SAMC will be final binding, with no forum of appeal whatsoever

.
Place: Sukna
Date: 23 Feb 2026

Sd/-x x x x x x x x x x
Principal
Army Public School, Sukna