

**ARMY PUBLIC SCHOOL, SUKNA**

**Contact No : 0353-2573419/2573420, Email – armyschoolsukna@gmail.com**

**Website : [www.apssukna.com](http://www.apssukna.com)**

**Tender notice for outsourcing of manpower  
(Watch and Ward (night) and unskilled workers)**

1. Quotations in sealed envelope is invited by the Principal, APS Sukna on behalf of Chairman, SAMC, APS, Sukna from eligible manpower service provider for outsourcing of 09 persons for 11 Months (01 Apr 2024 to 28 Feb 2025) on contract agreement. Details is as under :-

- (a) MTS (unskilled) - 07
- (b) Housekeeping Statt (Female) - 02

2. Please visit school website for the following :-

- (a) Terms & conditions.
- (b) Documents to be submitted with quotation

3. Last date for submission of Quotation : **07 Mar 2024 upto 1200 hrs**

4. Date of Opening of Quotation : **08 Mar 2024**

5. Right reserved by SAMC to reject any or all tenders without assigning any reason.

6. Based on the performance of the contract and mutual consent of both parties, contract may be extended by another 11 months.



Sukna

19 Feb 2024

(Mrs Dola Sarkar Sinha)  
Principal  
Army Public School, Sukna

**OUTSOURCHING OF UNSKILLED WORKERS (MTS/HOUSEKEEPING STAFF) FOR ARMY PUBLIC SCHOOL, SUKNA**

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

S.No	Type of manpower	Working hours
(a)	Unskilled Workers (MTS/Housekeeping Staff/Cleaner/Sweeper)	From 08:00 AM (morning) to 16:00 PM (evening) for all days (30/31 days) except Sunday.

2. Employees should be Indian Citizen with valid Aadhar Card/Voter Card.
3. No accommodation/room will be provided for day 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 vendor(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 ₹ 8,380/- 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)
<b>Unskilled Workers</b> (MTS/Housekeeping Staff/Cleaner/Sweeper)					
₹ 8,380/-	₹ 1,006/-	₹ 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 EPF 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 and shoes for gents and salwar suit/sari and shoes and chappals and sweaters 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, of 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 employees** 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 - ₹ 20,000/- (Refundable)** in form of DD in favour of **Army Public School, Sukna** payable at **Sukna, Dist Darjeeling (West Bengal)**. 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 - ₹ 100/- (Non refundable)** DD in favour of **Army Public School, Sukna** payable at **Sukna, Dist - Darjeeling (West Bengal)**.
- (l) Draft Terms and Conditions duly signed by vendor(s) as accepted.

12. 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.



Sukna

19 Feb 2024

  
(Mrs Dola Sarkar Sinha)  
Principal  
Army Public School, Sukna