

Tele : 07324 272747

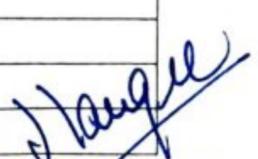
Army Public School
Mhow (MP) 453 441

1026/APSM/Sec/2025-26 dt 20 Feb 2026

TENDER ENQUIRY FOR AWARDING CONTRACT FOR EMPLOYMENT OF PRIVATE SECURITY GUARDS FOR ROUND THE CLOCK SECURITY SERVICES AT ARMY PUBLIC SCHOOL MHOW

1. The School is interested in employing the services of Security Firm for providing round the clock security in all the three wings (Senior, Middle & Junior) of School complex for period of one year. The Security Agency / Firm should be a registered firm as per the laws of the State and also hold valid license for the duration of engagement.
2. The guards (preferably Ex servicemen) detailed for the security need to be under 55 years and educated since they would have to attend the intercom kept at the gate and keep record all incoming person/vehicles and also issue & collect entry passes.
3. The school shall bear no liability towards Insurance of the Security Guards/EPF/ESIC. Adherence to the provisions of all relevant acts like EPF/ESIC/Labour Wages will be the responsibility of the concerned Security Agency.
4. Apart from the Contracted amount no other charges will be paid by the school nor any revision of wages would be carried out till the contract is over. It is the responsibility of the Security Agency to provide smart and well trained security guards within the contracted amount
5. The Guards will provide round the clock security in all the three wings of school including main gate. The gates will not be left unmanned/unattended at any time
6. Rotating the guards as per duty shifts will be ensured. Checking of guards for satisfactory performance of duty & good turnout will be the responsibility of the Security Agency. Leave reserve will be catered for by the Security Agency.
7. Service Tax and other levies if any will be clearly indicated in the tender.
8. TDS will be deducted by the school while making payment.
9. **Character and Antecedents of Security Guards.** Police verification of character and antecedents of the Security Guards would be the sole responsibility of the Security Agency. Proof of such verification in respect of each security guard will be provided to the school.
10. The School reserves its right to reject any Tender without assigning any reasons what-so ever and the decision of the school shall be final and binding on both parties.
11. **Refundable Security Deposit.** The Security Agency selected for providing security guards at the school will have to deposit 5% of total estimated payment due to the Security Agency in one year by way of demand draft towards security deposit within 15 days on award of contract. It will be refunded after three months of conclusion of contract period. Security deposit is liable to be forfeited in case of any violation of contract.
12. Scope of Work/Duties of Security Guard are given at Appendix 'A' to the tender.
13. General Terms and Conditions for Security Services are given at Appendix 'B' to the tender.
14. **Commercial Bid.** The commercial bid is required for guards as per Appendix 'C' attached to the Tender. Requirement of guards is given below :-

<u>Ser No</u>	<u>Requirement</u>	<u>Nos</u>
14.1	Security Guards (ESM/Head Guard) 8 Hours	03(Three)
14.2	Trained Civilian Guards 8 Hours	03(Three)
14.3	Lady Guard for day shift (7 AM to 3 PM)	01(One)
	Total	07 (Seven)


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Army Public School Mhow

15. **Technical Bid.** For Technical Bids, the documents are essential and required to be forwarded along with technical bid for guard as given at Appendix 'D'.

16. Details of commercial and technical quotation is attached duly analysed. The contractor will fill up the rate and terms & conditions according to the details attached and signed with agency stamp.

17. You are requested to forward your best **commercial and technical** offer in a **separate sealed envelope** by post to the Principal, Army Public School, Mhow latest by 07 Mar 2026. First technical bid documents will be checked for further consideration of commercial offer.



(Gargee Vidyarthi)
Principal

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Army Public School Mhow
Dist. Indore (M.P.)

SCOPE OF THE WORK/DUTIES OF SECURITY GUARD

1. Safeguarding of the Army Public School's property against theft, damage, misuse and keeping a watch over the cards, scooters, cycles etc, parked inside the premises/compound.
2. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority from time to time and preventing unauthorised persons, vehicles etc, or animals to entering the premises.
3. Taking charge of any unattended personal property found in the School premises and brining the same to the notice of/handing over the same to the authorised/designated official.
4. Watching the entire premises and patrolling the same frequently during the period of duty.
5. Observing carefully, while on patrol, pipelines, electrical fitting, drainage and safety installations and taking action against damage/wastage wherever possible and bring them to the notice of authorised/designated official for further remedial action.
6. Preventing additions or alterations in the premises being carried out by outsiders or tenants or unauthorized persons and reporting the matter to the authorized / designated official.
7. Performing duties in connection with pumping of water such as operating pumps etc.
8. Keeping the special orders and instructions given by the authorized / designated official, confidential, whenever specifically told.
9. Checking of all doors, windows, ventilators in the case of office buildings, are properly closed after office hours, locking of main door, checking of electrical lights, air conditioners, & electrical gadgets that these are properly switched off, wherever necessary.
10. Also to ensure that all water taps/ cocks are properly turned off inside the premises wherever necessary.
11. In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing about the same to the Adm Supervisor/ authorized designated official.
12. Taking care of keys under his custody and handing them over to the relieving Security Guards or to any other authorized person/s;
13. Ensuring that no person has remained inside the premises while locking the hall / premises.
14. To keep a check on all incoming and outgoing property/goods to ensure that the same are carried by authorized person(s) for bona-fide purpose with proper gate pass duly signed by the competent authority. For this security guards would be required to maintain details in the register with the signature of person taking out the property/goods or bringing in any property/goods
15. To keep a record of movement of employees of other Contractor(s)/ Service Provider, who have been permitted to enter/stay in the Office premises.
16. To keep a record of persons/visitors entering and leaving premises in a register and in case of any discrepancy, to bring it to the knowledge of School management.
17. To maintain Round the clock security services in offices wherever required and not to leave the place of duty under any circumstances until and unless properly relieved by relieving Security Guards, i.e. by signing in handing over / taking over register.
18. To record in a given Vehicle Register details of vehicle like Registration Number of the vehicle, time of Entry/Exit and the purpose of visit.
19. To keep strict vigil on suspicious looking persons/objects and take immediate action as deemed suitable.
20. Preventing any person whether employee or others from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls.
21. To check/block the access to the premises of unauthorized persons, vehicles, etc., & to prevent animals from entering the premises.


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 Army Public School Mhow
 Dist. Indore (M.P.)

22. To maintain highest order of integrity, moral and social responsibility especially towards ladies and senior executives.
23. To manage the parking of vehicles properly in the space allotted within the parking area.
24. Taking the following action in case of a fire:
- 24.1. To raise alarm and muster assistance from neighbouring buildings/passers-by.
- 24.2. To contact immediately fire brigade and the police, and try to put out the fire by using the fire extinguishing appliances available.
- 24.3. To inform immediately the Head of the Office or the Head of the Establishment and the Security Officer.
25. The Security guards should be in uniform and properly trained to rescue passengers from lifts in case of lift failure, operation of the fire fighting equipment, operation of monitoring of baggage scanners and CC TV system.
25. Every security guard will have to report at Adm office and sign the attendance register.

“The above Scope of services is illustrative and not exhaustive. The contractor may be assigned any duty/function with regards to Safety and Security of Premises from time to time”

DECLARATION

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

Date:
Place:

Signature of Bidder with seal

Harpreet
PRINCIPAL
Army Public School Mhow
Dist. Indore (M.P.)

GENERAL TERMS AND CONDITIONS FOR SECURITY SERVICES

The terms and conditions along with the Tender Notice, Scope of work/Duties of Security Guards, and General terms and conditions for security services, Technical bid, Financial bids, all other clauses and enclosures will form part of the tender to be submitted by the Bidders to Principal Army Public School, Mhow, herein after termed as School.

1. Tenders should be filed with neat, legible and correct entries. Indistinct figures should be avoided. The amount/rates should be filled in figures as well as words. Correction/Omission/Overwriting/Cutting should be dated and initialled. If there is difference in words and figures, the rates written in words shall be taken for calculation.
2. The tender should be signed at all places provided therein. Also all pages and corrections/alterations should be initialled. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the Tender Notice, Scope of work / Duties of Security Guards, Instructions to Bidders, General Terms and conditions, Technical Bid, financial bid and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
3. The School reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.
4. The Contractor shall provide the above said services at such times and in such manner as communicated by the Army Public School, Mhow from time to time.
5. In case the administrative/service charges quoted by the contractor in the breakup above, is zero or in negative or left blank the tender is liable to be rejected.
6. The "Service Provider"/Contractor undertakes to prove service through its own enrolled persons at its/his/her own costs, expenses and the "Army Public School, Mhow" shall not make any payment whatsoever by way of emoluments to such persons directly.
7. Duty hours of Security Guards will be on 8 hours basis and time slot will be decided by Army Public School and communicate to the service provider agency for providing security services.
8. The punctuality & quality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.
9. The Agency Providing Security Services shall ensure that all Security Guards/persons deployed by it shall be efficient, skilled, healthy, honest, conversant with their nature of job and do not suffer from any infectious disease. The age of entry of security guards/person must not be more than 55 years age (LBD)
10. The Agency shall provide civilian security guards preferably of local area with minimum educational qualification 7th standard pass.
11. No relationship of employer and employee shall be created between the School and the employees engaged by the Contractor.
12. Every employee so engaged by the contractor shall wear uniform and a badge wearing his name, while on duty. The said **uniform, safety shoes, badge, whistle, Torch, batten and such other items necessary in discharging of duties shall be provided by the contractor at his own cost.**
13. The contractor alone shall have the right to take disciplinary action against any person(s) engaged /employed by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the School. The School shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the contractor for any purpose whatsoever nor would the School be liable for any claim(s) whatsoever of any person(s) of the contractor.
14. In case School is required to meet any liability in respect of any persons(s) engaged/employed by the Contractor by Virtue of their working at the premises of the School, it would be open and lawful for School to deduct the amount(s) of any such liability from and out of dues payable to the contractor.
15. The contractor shall be responsible for all injuries and accidents to persons employed by him.

[Handwritten Signature]
 Army Public School Mhow
 Dist. Indore (M.P.)

16. The contractor shall be responsible for the conduct and behaviour of his employees, if any employee of the Contractor is found misbehaving with the School Staff, the contractor shall take necessary and appropriate action immediately. Non-disclosure of Confidential information will be the sole responsibility of the Contractor. For this the Agency shall depute persons of food integrity and honesty who will not divulge information in his possession by persons of good integrity and honesty who will not divulge information in his possession by virtue of his working with the School. Agency shall be liable for any loss caused to the School due to any such wrongful disclosures.

17. In the event of any loss/damage being occasioned to School on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by School either by replacement of the material/equipment or payment of compensation.

18. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.

19. The contractor shall take proper instructions from School for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.

20. The Agency Providing Security Services shall provide the names, local and permanent addresses, mobile no, id proof, School leaving certificate/Birth certificate, qualification certificate and bank details of all the Security Guards deployed to the Army Public School, Mhow.

21. If the contractor commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the School from time to time, it shall be open and lawful for the School to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the contractor and the contractor shall have no right to claim any compensation whatsoever on this account.

22. No advance payment shall be made against the work order/services. All payments to the agency shall be made by NEFT/RTGS/Electronic Tfr only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency. The Service Provider/Contractor shall raise the **invoice / bill by 1st day of commencing month and School agrees to pay such invoices/bills within 15 working days** of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/contract. All payments to the Service Provider/Contractor shall be made by NEFT subject to deductions, withholding of all applicable, taxes and charges from time to time in force.

23. School has right to increase or decrease in Numbers of SECURITY GUARDS as mention in **Appendix 'C'** and **also may decide whether SECURITY services are required or not at any location.** There may be increase or decrease as per requirement.

24. School shall always have the right to conduct search of the contractor's employees/agencies and/or any of their vehicles used for transportation of materials while entering/going out of the School's premises or inside the premises.

25. If the School notices that the personnel of the contractor has/have been negligent careless in rendering the said services, the same shall be communicated immediately to the contractor who will devise corrective steps immediately to avoid recurrence of such incidents and report to the designated officer of School its action plan.

26. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action against its erring personnel and intimate accordingly to the Army Public School, Mhow.

27. The contractor shall at all time indemnify and keep indemnified the School against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923, payment of Wages Act; Payment of bonus Act; Employees' provident Funds and Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees State Insurance Act or any other Act(s) or statutory modifications thereof or otherwise for or in injury sustained by any worker or other personnel of the contractor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the contractor or not, who provided or provides the said services under this Agreement.

28. The employees/agents of the contractor shall never be considered to enjoy any right to enter the premises of School by virtue of this agreement or otherwise at any time except with the prior permission of School.

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 Army Public School, Mhow
 Dist. Indore (M.P.)

29. In the event of failure of the contractor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the School shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the Army Public School, Mhow, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof. Further no payment shall be made for person remains absent or where services rendered not found satisfactory.

30. If, at any time, during the operation of this Agreement or thereafter the School is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the Contractor or to any third party, the contractor shall immediately pay to the School all such amounts and costs also and in all such cases/events the opinion of the School shall be final and binding upon the contractor. The School shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the contractor and if such amount is not fully recovered, the School shall be entitled to recover the balance amount through legal recourse.

31. The Contractor further agrees to absolve the School from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the contractor. It is clearly understood that should the School be called upon to make any payment to any authority, the contractor shall reimburse such amounts to the School whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the School for any default of the contractor or its employees committed during the operation of this Agreement, the contractor shall pay the School such amount on demand without protest.

32. It is clearly understood by the contractor that the persons employed by the contractor for providing SECURITY services as mentioned herein, shall be the employees of the contractor and not of School. The Service Provider shall be liable to make payments to its said employees towards their monthly wages/salaries and other statutory dues like **EPF, ESI, Professionals Tax, minimum wages**, bonus, gratuity, etc.

33. The parties hereto have considered, agreed to and have a clear understanding on the following aspects:

33.1. This Agreement is for providing SECURITY SERVICES and is not an Agreement for supply of Contract Labour.

33.2. The School shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards Contractor's employees/agents or to the said employees/agents directly and/or indirectly, in any manner whatsoever.

33.3. That the employees/ personnel of contractor rendering the services under this Agreement, shall never be deemed to be the employees of the School in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by contractor for rendering the said services.

34. During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by the Firm/Agency/Organization/Service provider increases by MP Govt and if the increase extends beyond the above agreed rate, then the School shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the selected Contractor shall be entertained on any account during the period of the contract. **In case of any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates of wages mention in financial bid shall be set off by the Army Public School, Mhow by giving proportionate increase.**

OBLIGATION OF THE CONTRACTOR : STATUTORY COMPLIANCE

35. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the State Government and/or any authority constituted by or under any law.

[Handwritten Signature]
PRINCIPAL
 Army Public School Mhow
 Dist. Indore (M.P.)

36. The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/employed by him including that the Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act and Leave, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the contractor alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, person(s) engaged/employed by him for discharging the obligations under this agreement.

37. The Contractor shall obtain appropriate licenses under Contract Labour (Regulation & Abolition) Act, 1970 and 1971 (Central / State), License under Private Security Agencies Regulation Act, 2005 and follow all the Rules as amended from time to time and up to date and shall comply with all terms and conditions thereof strictly, and shall keep such licenses duly validated and/or renewed from time to time throughout the currency of this Agreement. The Contractor shall obtain at his/her own expenses all the licenses and permission which may be required for conducting the business of Security Services and pay all the taxes, duties and penalties hereinafter becoming payable to the Government, Municipality or any other local body by reason of his/her conducting business of Security Services.

38. The Contractor shall maintain all registers required under various Acts, which may be inspected by the School as well as the appropriate authorities at any time.

39. The Service Provider/Contractor must ensure that the wages to the Workers are paid within the **stipulated time period** (before 7th day of commencing month) as provided under relevant Rules & Regulations/Law/Statute in force. The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the School. Payment of bills will be made on monthly basis through NEFT only, provided that the Security Services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract. **The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll (incl EPF & ESI contributions) of the preceding month along with the bill to be submitted by the 1st day of every calendar month for verification, to the nominated official of the School.**

40. The Service Provider/Contractor has to submit the attested photocopies of the following documents:

40.1. Master Roll / Attendance sheet of the workers signed by the Service provider/Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

40.2. Penalty registers in respect of Security guards.

40.3. Wage slip for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

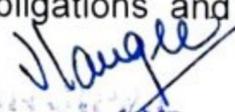
40.4. Bank Deposit Challan of deposit of contribution of provident fund of employees' and employers' share, combined challan (ECR) with the appropriate authority.

40.5. Bank deposit Challan of deposit of contribution of ESI of employees' and employers' share, member IP number, member details and name list with the appropriate authority.

40.6. Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a challan separately for Army Public School, Mhow. It should not contain the contribution of PF and ESI of employees of other organisation being served by the Contractor.

40.7. Payment to workers is to be made by NEFT only, a copy of Bank account statement for the month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the service provider.

41. The contractor shall give an undertaking by the 20th of the following month in favour of the Army Public School, Mhow that he has complied with all his statutory obligations and copy of such challans/receipts/list also be submitted.


Army Public School Mhow.
Dist. Indore (M.P.)

42. **Termination.** School can terminate this agreement by giving one month's written notice to the service provider without assigning any reason and without payment of any compensation. School also possess to terminate the contract by giving only a 24 hrs notice to the contractor when there is a major default in compliance of the terms and conditions of this Agreement or the contractor has failed to comply with its statutory obligations and the security deposit shall be forfeited, other action such as blacklisting may follow. In that eventuality the contractor will move out of the premises of the School with his men and material immediately. This discretion of termination of this Agreement by the School will be exercised judiciously since the Contractor is rendering the essential and public utility services.

43. If contractor commits breach of any covenant or any clause of this agreement, the School may send a written notice to the Contractor to rectify such breach within the time limit specified in such notice. In the event the contractor fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the contractor shall be liable to the School for losses or damages on account of such breach.

44. If any complaint received orally or in writing against the contractor/service agency i.e. less payment of wages or any amount is demanded for engagement of the duty, etc. than it will be viewed seriously and if found this complaint truthful than this contract may be terminated immediately.

45. **PERIOD OF THE CONTRACT.** The contract shall initially be for a period of one year, which may be extended at the discretion of the School for a further period of maximum one year on yearly basis with the same terms and condition inclusive of rates.

46. **SECURITY DEPOSIT** : Successful Bidder should submit the deed of Agreement / Contract with Army Public School, Mhow duly executed on a non-judicial stamp paper of ₹ 100/-, as per the draft conditions to be provided by Army Public School, within 10 days (maximum) of receipt of intimation as above. Failure to sign and non-submission of deed of agreement and Security Deposit in the nature of performance guarantee @ 5% of the Annual Contracted Value within 10 days of intimation as above may result in the forfeiture of EMD and cancellation of selection as Lowest1 bidder. **The performance security deposit should remain valid for a period of 30 days beyond date of completion all contractual obligation including warranty obligation of the contractor.** However School at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the School will issue work order and the Agency shall start its work within three days from the date of receipt of work order.

47. **PENALTY CLAUSE.**

47.1. Uniform is mandatory for all Security Guards on duty, failing which 1% for 1st occasion, 2% for 2nd occasion and 5% for each subsequent occasion of total monthly bill may be imposed as penalty.

47.2. E-pehchan card of ESIC with full details of family to be submitted within one month after awarding the contract, failing which **Rs 2,000/-** per month penalty will be imposed for each occasion.

47.3. **Late payment of salary to any contract employee ₹ 1,000/- per day will be imposed after 07th day of the month for each occasion.**

48. The School reserves the right to change, add or delete any conditions described above without consent of service provider/contractor.

DECLARATION

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

Date:

Place:


PRINCIPAL
 Army Public School Mhow
 Dist. Indore (M.P.)

Signature of Bidder with seal

Ref No : 1026/APSM/Sec/2026-27 dated __ Mar 2026

COMMERCIAL BID QUOTE FOR PROVIDING SECURITY COVER IN APS MHOW

To,

The Principal
Army Public School
The Mall Road
Mhow

FINANCIAL BID FOR SECURITY SERVICES

(To be submitted in a separate sealed cover and marked as "Financial Bid"
for Security Services)

A		B	C
Particulars/Components	Percentage (to be read in conjunction with latest rules/act/regulations and policies promulgated by competent Govt auth of MP)	Charges per Day for One (One) Head Guard/ESM Security Guard Service Person (08 Hours) (Skilled)	Charges Per Day for 1(One) Civilian trained Security Guard (incl One lady guard) Service Person (8 Hours) (Un-skilled)
Basic wages plus VDA (Present minimum wages as per MP Govt)	-	₹ 571.89	₹ 467.31
Employees State Insurance (ESI)	3.25% of Basic + VDA	₹ 18.59	₹ 15.19
Employees State Insurance (ESI)	12% of Basic + VDA	₹ 68.63	₹ 56.08
Employees Deposit Linked Insurance (EDLI)	0.50% of Basic + VDA	₹ 2.86	₹ 2.34
Administration charges of EPF & EDLI	0.50% of Basic + VDA	₹ 2.86	₹ 2.34
Total per day per guard		₹ 664.83	₹ 543.25
Total per day for 3 x Head guard/ESM guard & 4 x Civ guards incl a Lady guard		₹ 664.83 x 3 = ₹ 1,994.49	₹ 543.25 x 4 = ₹ 2,173.00
Administrative Service Charges (to be mentioned in percentage of above total amount)		% _____ Rs _____	% _____ Rs _____

Place :

Date :

Signature _____

Name & Designation :

Seal of the Bidder

PRINCIPAL
Army Public School Mhow.
Dist. Indore (M.P.)

Ref No : 1026/APSM/Sec/2026-27 Dated ___ Mar 2026

APPLICATION FORM FOR TENDER FOR SECURITY SERVICES (TECHNICAL BID)

To,
The Principal
Army Public School
The Mall Road
Mhow (MP)-453441

Sub : Tender for Providing Security Services.

1. Name of the Agency/firm/organizations and Address

2. Date of Establishment/Incorporation (with registration Nos) _____ (self attested copy to be enclosed) _____

3. Status of the Agency : _____
(Whether Pvt Ltd/Public Ltd Company/Partnership Firm/Proprietorship etc, Copy to be attached)

4. Name of Directors/Partners/Proprietor/CEO/Contact Person with Designation:-

<u>Ser No</u>	<u>Name</u>	<u>Phone No/Mobile No</u>	<u>E-mail ID</u>	<u>Specimen Signature</u>

5. (A) Name (s) of Representative(s) _____
with designation and contact No who would _____
be calling on us and attending to our join _____

(B) Name and signature of the authorised person (from above) to sign the tender document.

Ser No	Names	Designation	Specimen Signature

6. Bank details :-

- (a) Name of Beneficiary _____
- (b) Name of Bank _____
- (c) Branch and address of Bank _____
- (d) IFSC code of Bank _____
- (e) Nature/Type of Bank A/C(SB/CC/Current) _____
- (f) Account No _____
- (g) MICR Code of Bank _____

(Certified/Self attested copy to be attached)

Harpreet
PRINCIPAL
Army Public School Mhow
Dist. Indore (M.P.)

7. Turnover of the Company/Partnership Firm/Proprietorship for the last three Financial Year (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years)

Ser No	Financial Year	Turn Over (In Lakhs)
7.1	2022-23	
7.2	2023-24	
7.3	2024-25	

8. Since when and how long your Agency / Firm has been dealing in Security services _____
9. No of Full Time Security Guards on roll as on 31 Dec 2025 _____
10. Details of existing clients (Separate page may be submitted for each Client)

Name of the Company	Branch/Office Address	Contact No	Details of Service Provided

(Details of services provided in last three years (Please attach photo copy of orders).

11. **Statutory Requirement.**

Ser No	Statutory Documents (Certified /Self Attested copy should be attached)	Mention the Registration/Licence No
11.1	ESI Registration Certificate	
11.2	Registration under Employee Provident Fund Act, 1952	
11.3	Registration/Valid Licence under Private Security Agencies Regulation Act , 2005	
11.4	Valid Licence under Contract Labour (Regulation & Abolition) Act 1970 and 1971 (Central State)	
11.5	PAN Card	
11.6	Goods & Service Tax Registration No	
11.7	Profession Tax Registration No	

Declaration.

I/We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and School, on the basis of the information given by me/us can be treated as invalid by the School and I/We will be solely responsible for the consequences.

I/We agree that the decision of the School in selection of Service Providers will be final and binding on me/us.

All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/We agree tht I/We have no objection, if enquiries are made about the work performance with clients mentioned at Sr.no. 10.

With reference to the above, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for giving security services at the mentioned premises.

PRINCIPAL
Army Public School Mridha
Dist. Indore (M.P.)

✦ We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender.

We understand that the School is not bound to accept the offer either in part or in full and that the School has right to reject the offer in full or in part without assigning any reasons whatsoever.

Place :

Date :

Signature _____

Name & Designation :

Seal of the Bidder

H. Angeli
PRINCIPAL
Army Public School Mhow
Dist. Indore (M.P.)

Ref No : 1026/APSM/Sec/20226-27 Dated ___ Mar 2026

TECHNICAL QUOTE FOR PROVIDING SECURITY GUARD IN APS, MHOW

I, hereby agreed to fulfil the Terms and Conditions given below for providing Security Guard in Army Public School, Mhow :-

Ser No	Terms & Conditions	Yes	No	Remarks
1.	I am registered as per the rules of the Land			
2.	I will provide all security guards detailed for the security will be under 50 years and educated			
3.	I will provide min three ESM			
4.	I will bear the liability towards Insurance of the Security Guards/EPF/ESI. Adherence to the provisions of all relevant acts like EPF/ESI/Labour / Wages.			
5.	Apart from the Contracted amount no other charges will be paid by the school nor any revision of wages would be carried out till the contract is over.			
6.	I will provide the Guards round the clock security in all the three wings of school including main gate. The gates will not be left unmanned/unattended at any time			
7.	Rotating the guards as per duty shifts will be ensured. Checking of guards for satisfactory performance of duty & good turnout will be my responsibility. Leave reserve will be catered for by me			
8.	Verification of character and antecedents of the Security Guards would be the sole responsibility of mine Proof of such verification in respect of each security guard will be provided to the school by me.			
9.	All security guards will be in proper uniform with accessories required for the school			

Date :

(Signature of Security Agency)

[Handwritten Signature]
PRINCIPAL
 Army Public School Mhow
 Dist. Indore (M.P.)