

TERMS AND CONDITIONS FOR OUTSOURCING AGENCY

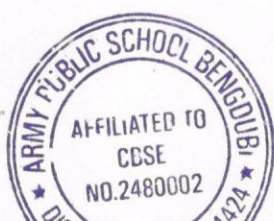
1. Employability schedule of following manpower will be as under:-

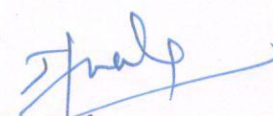
S.No	Type of manpower	Working hours
(a)	Security Guard (Night)	From 1600 hrs (evening) to next days 0800 hrs (morning) for all days (30/31 days) including Sunday/Holiday and excluding one day weekly off.
(b)	Safai Karmacharis/House Keeping Staff (Gents/Ladies)	From 0800 hrs to 1600 hours all days (30/31 days) except Sunday.
(c)	Casual Labour	08 hrs per day as and when required.

2. Employees should be Indian Citizen with valid Aadhar Card/Voter Id proof.
3. No accommodation/room will be provided for day stay the Night Security Guards.
4. Employment will be on contract agreement for 11 months.
5. Selected vendor will submit police verification certificate of their staff once contract is finalized.

Documents required alongwith quotation

5. Vendors must submit following valid documents while submitting quotations:-
- (a) Details of vendor should be on firms letter head with GST number.
 - (b) Copy of GST Registration
 - (c) Copy of PAN card.
 - (d) Copy of Firm Registration number with State Govt Labour Commissioner's Office of state of West Bengal.
 - (e) Copy of Registration of Employee's Provident Fund with statement of such deposits
 - (f) Copy of Registration of Employees State Insurance.
 - (g) Copy of Trade License
 - (h) Bank A/C details and one cancelled cheque
 - (i) IFSC number
 - (ii) Branch with code number




Principal
ARMY PUBLIC SCHOOL
BENGOUR (W.B.)