

**APPLICATION FORM (Security Services)**

**The Principal  
Delhi Public School  
Mathura Road,  
New Delhi - 110 003.**

Ref: Your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_.

Dear Sir,

I/We hereby apply for provision of **Security services (lady attendants/lady guards)** in your school from 01.04.2017 to 18.05.2018. I/We have gone through the terms and conditions and agree to the same. The details are as under: -

1. Name of Company/Firm/Agency: \_\_\_\_\_
2. Full Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number : \_\_\_\_\_
4. Constitution (whether : \_\_\_\_\_  
individual/ Firm/Company/  
Co-operative Society)
5. Date of Establishment : \_\_\_\_\_
6. a) Regn. No. Under CPWD/1 : \_\_\_\_\_  
Railway etc. if any  
b) Regn. No. Under DVAT : \_\_\_\_\_  
c) PAN No : \_\_\_\_\_  
d) PF Code : \_\_\_\_\_  
e) ESI No. : \_\_\_\_\_  
f) Service Tax No. : \_\_\_\_\_
7. Past Experience (Please  
attach separate sheet)
  - a) Total Experience : \_\_\_\_\_
  - b) Experience in other School : \_\_\_\_\_
  - c) Experience other DPS School : \_\_\_\_\_
8. Rates offered per guard : Rs. \_\_\_\_\_ per month
9. a) Application Form Fee : Banker's Cheque to be issued for Rs. 500/-  
in favour of **Delhi Public School, Mathura  
Road, New Delhi.**  
b) Earnest Money : Banker's Cheque No. \_\_\_\_\_  
dt. \_\_\_\_\_ for Rs . 50,000/- drawn on  
\_\_\_\_\_ Bank  
\_\_\_\_\_ Branch

Date: \_\_\_\_\_

(Signature of Applicant with Stamp)

(Please attach additional information/brochure/Price-list, if necessary)

# **DPS Mathura Road, New Delhi**

## **Terms and Conditions for Security Services**

The period of contract will be from **01.04.2017 to 18.05.2018**. However, the period can be changed as per the time table of the School.

1. The contractor shall provide uniformed and trained personnel who will perform the duties and will endeavor to provide best possible security services. The strength provided shall adhere to the following parameters/ standards:-

**Around 40 (Forty) Experienced Lady Security Guards:** The guards have to report at different points/DTC Bus Depots (**as per annexure "A" enclosed**) from where the School Buses start in the morning and escort the students back till the last point of the route. School will provide mobile phone to the guards for which monthly telephone bill will be paid by the contractor or adjusted against their monthly services bill.

2. It shall be ensured by the Contractor that required number of personnel are provided with a background of Security Services in the educational institutions, reputed organizations, etc. Sufficient/additional guards have to be kept in reserve for deployment if any guard is absent or is on leave.

3. **Physical Standard:** Minimum height for security guards is 5-3", physically robust and medically fit.

4. **Minimum Educational Standard:** 12<sup>th</sup> (10+2) and not less than Matriculate in any case (copy of passing certificates to be submitted separately to the School on award of work).

5. **Fire Fighting/ First Aid Training:** Security personnel must be trained in Fire fighting and First Aid operations.

6. Adequate Supervision and checking will be provided by the contractor to ensure efficient performance of the said Security services in accordance as agreed upon and also as shall be issued subsequently by the School from time to time.

7. That the School according to their needs from time to time will decide the strength and types & nature of security duties to be performed as mentioned above. The Contractor shall perform duties as per the instructions issued by the School from time to time.

8. The Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the school property/ students/ staff traveling in the buses or in the School premises or in the area of their responsibility as given to them by the school and shall not knowingly lend to any person or company any of the effects or assets of the school.

9. The Contractor shall abide by the rules and shall be responsible for all the statutory requirements like Minimum Wages, ESI, EPF, labour laws or any other legal requirement laid down by state or Central Government from time to time in respect of personnel deployed by them.

The School shall not be liable in any manner whatsoever in regard to above matters of establishment of the Contractor.

10. After award of work, the contractor will provide Police Verification Certificate from the concerned authority/Police Station in respect of guards deployed in the School premises. The guards deployed should also be duly insured and copy of the policy will be submitted by the contractor in the School.

11. The rates should be quoted by the Contractor for each guard in a single shift per month. Taxes, if any should also be mentioned separately. No separate payments will be made for supervisors or in-charge engaged by the Contractor for monitoring the guards. It is further agreed that no escalation will be allowed on account of revision of minimum wages or any other reason by the School during the currency of the agreement. In case of absenteeism of any guard, proportionate deductions shall be made from the monthly bills.

12. The payment shall be made to the contractor on monthly basis after submission of bill with the EPF, ESI (ECRs and Challans) and other statutory requirements along with the bill. The contractor shall submit separate ECRs for the guards deployed in the School. The payment will be subject to deduction of Income Tax (TDS) or any other statutory deduction as per Govt. rules. No payment will be made for summer vacations.

13. The Contractor will keep an interest free security deposit of Rs. 1,00,000/- on award of work. The same shall be refunded to the contractor on expiry/termination of contract. Damages, if any on the part of the security services shall be recovered/adjusted against the said security deposit.

14. The agreement can be terminated by either of the parties by giving notice of 30 days notice. In case of 30 days notice not given by the Contractor, the Contractor shall be liable to pay one-month charges to the School. In case the School terminates the contract without 30 days notice it shall pay one-month charges to the Contractor. However, in case of severe lapse on the part of the contractor, the agreement can be terminated by the School forthwith and without giving any notice to the Contractor.

15. All differences or disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such differences can not be resolved by discussions and negotiations then the same shall be referred to the arbitration of Chairman Delhi Public School, Society or Chairman DPS Mathura Road, whose decision shall be final & binding on both the parties & shall not be questioned in any court of law.

16 The form completed in all respect must be sent to **Principal, Delhi Public School, Mathura Road, New Delhi-110003 in a sealed envelope through Regd./Speed Post only latest by 18th March 2017.** Please do mention **Tender for the Security Services** on top of the envelope.

**(Stamp and Signature)**