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Army Public School
Ramakrishnapuram
Secunderabad – 500056

APSRKP/307/T-3/ 2025-26 13 Feb 2026

**CALL FOR QUOTATIONS : OUTSOURCING OF HOUSEKEEPING
STAFF SERVICES FOR THE PERIOD FROM 01 APR 2026 TO 31 MAR 2027
AT ARMY PUBLIC SCHOOL, RK PURAM**

1. Quotations are invited in a sealed cover for the subject Outsourcing of House-keeping staff services at Army Public School, RK Puram as per the following No. of staffs and terms and conditions:

(1.1) No. of Staff required :

(1.1.1)	Housekeeping Supervisors (Female)	:	03
(1.1.2)	Housekeeping staff (male & female)	:	31

Mandatory Required documents :

(1.2) Labour license of Telangana state for having registered office at Medchal Malkajiri District, to conduct business for services under particular category of manpower outsourcing services.

(1.3) Attested copies of original registration certificate documents defining the constitution or legal status, place of registration and principal place of business, written power of attorney of the signatory of the bid.

(1.4) Services Tax registration certificate, Aadhar, PAN Number & Copies of EPF, ESI & Labour license.

(1.5) Latest police verification of the proprietors / partner as on the date of the bid published / submission.

(1.6) Latest affidavit for stating no Criminal / Black Listing / Court case related to service concerned is pending against the firm / company / proprietor as on the date of bid publication / submission. The details of Bid No will invariably mentioned in the Affidavit.

(1.7) Certified copy of Bank A/c, ECS mandate form duly signed by Bank authorities as on the date of bid published.

(1.8) Latest bankers certificate for financial capability / soundness (Bank solvent certificate) duly signed by bank authority and also affixed round stamp of bank as on the date of bid published.

(1.9) Experience in similar nature of job preferably with Schools / Govt departments. Copies of work orders and testimonials from atleast three previous employers alongwith their names & address, who may be contacted for further information regarding similar services rendered , to be furnished.

Format of Commercial Bid

(1.10) Minimum wages per month. (Copies of min wages notification of state Govt to be enclosed).

(1.11) EPF

(1.12) ESI

Terms & Conditions :

(1.13) Pre-Bid – A Pre-Bid meeting will be held on **25 Feb 2026 at 1030 hrs** in the office of Administrative officer APS RK Puram. Bids of those vendors will only be accepted who participate in the Pre-Bid meeting.

(1.14) Geographical Location – The vendors whose office registered in Medchal-Malkajgiri District will be given preference to facilitate effective monitoring, ensure smoother delivery of manpower services, which is important in successful contract execution.

(1.15) The Housekeeping staff to be employed in all the Primary Wing & Secondary Wing areas of school for rendering housekeeping services within and around the school premises. The said house-keeping staff will perform their assigned duties & responsibilities, as per the instructions given to them on daily basis.

(1.16) The Housekeeping staff detailed for the purpose need to be under **45** years of age.

(1.17) In case of any staff on leave, suitable replacement of the staff will be provided by the firm.

(1.18) The agency to provide nominal roll with photograph of all the housekeeping staff deployed on duty and in-case of any change in the staff the same is required to be intimated to the school management within 48 hrs prior to any change in the staff. The firm shall ensure that no person, whose details are not submitted to the school manage are deployed any house-keeping duties.

(1.19) The school management shall bear no liability towards Insurance of the housekeeping staff. The firm will adhere to the provisions of relevant government policy on EPF/ ESI/ Labour/ Minimum Wages of state govt and the school management will not be responsible for such claims.

(1.20) No addition/other charges, other than the lowest quoted amount will be paid by the school to the L1 vendor, nor any revision of wages would be carried out during the contact period. It would be the responsibility of the agency to provide housekeeping staff within the contracted amount.

(1.21) Service Tax and other levies, if any will be clearly indicated in the tender.

(1.22) Verification of character and antecedents of the housekeeping staff would be the sole responsibility of the agency. Proof of such verification in respect of each housekeeping staff will be provided to the school.

(1.22) TDS as per Section '19C – TDS on Contract Payments', of the Income Tax Act @ to an amount equivalent to 2% of the monthly contracted amount will be deducted at time of monthly payment, for remitting the same with the Income Tax department collectively.

2. The sealed quotation duly complied with the above terms and conditions should be addressed to the Principal, Army Public School, RK Puram, Secunderabad-56 and be dropped in the Quotation / Tender box placed at office of the Adm Officer by 1400 hrs on **04 Mar 2026** positively. The opening of quotation will be conducted on **05 Mar 2026** through a Board of Officers. Late tenders / quotations will not be considered. The firm is required to quote the GST number and quotation amount should include GST% and any discount (if any) should be mentioned separately on the quotations.

3. Quotations received after due date and time and those not complying with the aforementioned specifications / requirements will not be considered / accepted and the Principal APS RK Puram has the right to accept or reject any quotation without assigning any reasons.

4. **Payment** : 100% Payment will be made on monthly basis and inspection of the same by a board of officers. All payments will be made through online transfer to your agency, only after audit of the GST bill submitted by the agency.

Anantha Vijayalaxmi
(Mrs Anantha Vijayalaxmi)
Offg Admin Officer
APS RK Puram

