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Army Public School
Ramakrishnapuram
Secunderabad – 500056

APSRKP/308/T-3/Sch Fund/2026-27...26 Feb 2026

CALL FOR QUOTATIONS : HIRING OF CIVIL SECURITY 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 hiring of Civil Security Services for the period from 01 Apr 2026 to 31 Mar 2027 at Army Public School, RK Puram, for total 08 Security guards as per the following terms and conditions:

No. of Security Guards required :

Ser	Details of Gate	No. of Security Guard	No. of Shift Duty	Tour of duty
(1.1)	Gate No 1 (Main Gate)	03	03	24 hours
(1.2)	Gate No 2 (Parking Shed)	03	03	24 hours
(1.3)	Gate No 3 (Thimayya Enclave)	01	01	8 hours
(1.4)	Gate No 4 (Sangam Block)	01	01	8 hours
Total		08	08	

Mandatory Required documents :

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

(1.6) Attested copies of firm registration, services Tax registration certificate, Aadhar, PAN, EPF, ESI & Labour license certificates to be attached alongwith 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 (if any).

(1.7) 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.

(1.8) 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..

2. **Tour of duty and details of shift** . The Security guards are to be deployed on shift duties at all the entry gates of the school, as following:

Placed of Duty	Total No.of Guards	Shift Details
Gate No.1	03	1 st shift : 0600 hr to 1400 hr 2 nd shift : 1400 hr to 2200 hr 3 rd shift : 2200 hr to 0600 hr (next day)
Gate No.2	03	1 st shift : 0600 hr to 1400 hr 2 nd shift : 1400 hr to 2200 hr 3 rd shift : 2200 hr to 0600 hr (next day)
Gate No.3	01	One shift 0630 hrs to 1430 hrs
Gate No.4	01	One shift 0630 hrs to 1430 hrs

Note : Security Guard at Gate No.1 & 2 will also carry out night patrol of the complete Secondary wing area and Primary Wing area respectively.

3. **Duties and responsibilities.**

(3.1) The Security guards on duty shall ensure protection of the personnel & property of the Army Public School, RK Puram, Secunderabad, as per following:

(3.1.1) Prevent any trespasser / unauthorised personnel trying to enter the school campus in & around the assigned place of duty.

(3.1.2) Perform watch and ward functions including night patrol of the surrounding area inside the school premises

(3.1.3) Prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the school.

(3.2) **Vigilance by Security Guards on duty** : The security guards on duty are to be responsible for enquiring any visitor while entry and exit of the school campus. The guards on duty need to be vigilant and active while on duty.

(3.3) **Good physical fitment of guards on duty** . The security guards on duty are to be physical fit and not over the age of 45 yrs. Ex-servicemen security guards are preferred.

(3.4) **Maintenance of Visitor Records.** The security guards on duty will meticulously maintain the records of all visitors, visiting the school campus on day to day basis.

(3.5) **Submission of Duty roster.** The duty roster of all security guards on duty along with their contact numbers are to be submitted to the school by the firm and in-case of any change in the roster, the same will be intimated by the firm immediately to the school.

(3.6) **Conduct of daily briefing and Supervisory Checks.** The conduct of security guards on duty is required to be very Polite and Tactful. The guards are to be properly briefed about their duties and supervisory check on daily basis is required to be carried out by the firm. Record of the same is required to be submitted to the school.

(3.7) **Turn out of the guards.** The firm will be sole responsible for providing its uniforms and other attires to the guards on duty and security guards on duty are to be in good general turn-out.

4. 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 07... **Mar 2026** positively. The opening of quotation will be conducted on 09... **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.

5. 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.

6 **Payment** : 100% Payment will be made on monthly basis through online payment to your agency bank account only after audit of the GST bill submitted by the agency by a board of officers.

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



