



MG N PUBLIC SCHOOLS JALANDHAR & KAPURTHALA

NOTICE INVITING TENDER

FOR THE PERIOD FROM 01/04/26 to 31/03/27 (Applicable for S.No.1 & 2)
SEALED TENDER/ QUOTATION are invited for the following work/ items.

Last date & time for submission of tender documents is 12.03.2026 by 02:30 pm

1. Outsource Services –

- Housekeeping (Full time, Part-time - MG N KPT)
- Private Security Services
- School Bus Transport
- Drivers, M/F Helpers for buses,
- Painter, Carpenter, Mason , Labour

Note :- (Concerned dealer to submit two types of bids :- 1 Technical bid 2. Financial bid).

(if the technical bid is found satisfactory, only then the Financial bid of the bidders will be considered for comparison)

2. Canteen Services (Dry/wet).

3. Group Photographs and ID cards of all students of the School (Clicking & printing as per sample available from School).

4. Printing of Prospectus, School Almanac, Newsletters, Teacher Diary, Class Log Book, Class Attendance Register, Letter Head, Leave Form (As per sample available from School as per requirement).

Tender documents i.e. Tender form and other terms and conditions/details can be downloaded from website of respective school.

For queries, if any, email: -

<https://www.mgnadarshnagar.org>, mgnps@yahoo.in , info@mgnadarshnagar.org, Contact info.: - 0181-2254463, 64

www.mgnurbanestate.org, mgnue2@gmail.com, phone number -0181 2441666/777

mgnkpt1@hotmail.com , contact@mgnkapurthala.org, 95019 84408.

SCHOOL, ADARSH NAGAR, JALANDHAR

OUTSOURCE STAFF REQUIREMENT- HOUSE KEEPING

Sealed tenders are invited from concerned dealers /companies for the following latest by **12.3.2026 2.30 PM.**

Note :- School Principal reserve the right to cancel /modify any of the following tender with the permission of Management.

TYPE OF WORKER	No. OF WORKER	CATEGORY
Supervisor	= 1	(Skilled)
MASON	= 1	(Skilled)
PAINTER	= 2	(Skilled)
CARPENTER	= 1	(Skilled)
Driver	= 2	
LABOUR	= 2	(Unskilled)
HELPER	= 6+3	(Unskilled)
(Peon+Conductor)		
SWEEPER	= 25	(Unskilled)

	42	

***No. of persons may increase or decrease depending upon the demand from time to time**

AGREEMENT/TERMS & CONDITIONS FOR HOUSEKEEPING/CLEANING, CONSTRUCTION & RELATED SERVICES ETC. FOR THE YEAR 2026-27

This is the agreement between M.G.N PUBLIC SCHOOL Adarsh Nagar, Jalandhar and outsource co. for the period 1-4-2026 to 31-3-2027 is as under:

This agreement is made at Jalandhar on this 01/04/2026 between following parties mentioned terms and conditions:

M/s OUTSOURCE COMPANY ---incorporated under the provision of Company Act, 1990 and having its registered office _____, **Jalandhar**, hereinafter called the Company (which expression shall unless be repugnant top the context and meaning thereof mean and include its successors and assigns) of the first party.

And

MONTGOMERY GURU NANAK PUBLIC SCHOOL ADARSH NAGAR, JALANDHAR its corporate office at Punjab through its Principal herein after called the contractor (which expression shall repugnant to the context and meaning thereof mean and include its successors and assigns) of the **second party**.

Whereas

- a. The **OUTSOURCE COMPANY** ---carries own business in providing various types of services to industrial commercial and non commercial organization.
- b. The client contracted and proposed to engage the services of Manpower to Housekeeping its premises at school **MONTGOMERY GURU NANAK PUBLIC SCHOOL ADARSH NAGAR, JALANDHAR**.
- c. The **OUTSOURCE COMPANY** --- has agreed to do so on the following terms and conditions:-

NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS:

1. This contract will come into operation with effect from 01/04/2026 valid for one year i.e. up to 31/03/2027 subject to review of performance of the **OUTSOURCE COMPANY** ---starting date and the Contract/Agreement may be terminated even before the stipulated period by first party by giving one month notice in writing to the other party & also clear all bills within 7 days after termination of contract.
2. The **OUTSOURCE COMPANY** ---provide to the client well dressed uniform housekeeping and Manpower staff on 8 hours per shift per day.
3. That **outsorce** housekeeping company will provide the services of man power required for cleaning, construction & related works.
4. All rates of related jobs/works are according to Govt. rates or more than the Govt. rates for 8 hours.
5. The uniforms for outsource staff will be provide by the company from their own expenses.
6. That the staff will perform duty under the supervision of **PRINCIPAL MONTGOMERY GURU NANAK PUBLIC SCHOOL ADARSH NAGAR, JALANDHAR** or any person assigned by him.
7. That the timing of duty will be as instructed by the Principal.

8. That the company will be responsible for antecedents and discipline of the individuals.
9. That MONTGOMERY GURU NANAK PUBLIC SCHOOL, ADARSH NAGAR, JALANDHAR will make payment by 7th day of each month to Outsource co.
10. MONTGOMERY GURU NANAK PUBLIC SCHOOL ADARSH NAGAR, JALANDHAR has right to dispense with services by giving the one month prior notice.
11. Company will assign /provide a Supervisor for the outsource staff. The payment will be made by the School under skilled category on negotiable basis.
12. Company will be responsible to provide replacement for absent worker as and when required.
13. **GST as/if applicable will be borne by the Outsource Company, JALANDHAR and they will solely responsibility for the same.**
14. The outsource company will be responsible through their supervisor for the safety of their workers in the School. The company will be solely responsible for any Injury or mishappening / death to any worker of their company.
16. **Payment:** Outsource Co. will raise the bill on 1st day of the month and submit the same with all statutory documents (Attendance -Current month), Challan-ECR-payment Receipt of EPF , ESI, LWF etc. of the previous month)
17. That MONTGOMERY GURU NANAK Public School, Adarsh Nagar, Jalandhar will make payment by **7th day of each month** by Cheque directly to the said agency in the name of Outsource co. and same will be credited to the bank account of worker immediately
18. Outsource company will be responsible for the deduction and payment of ESI,EPF (as applicable) of their workers employed in our School and submit the copies of challan, ECRs and payment receipt along with the next month bill. It is the sole responsibility of the Outsource Co. to make sure that all statutory deductions need to be made on prescribed limit and rate of the respective department and employer, employee share is credited to the account of the employee
19. **A Penalty of Rs. 1000/- or two days emoluments (whichever is higher) of the employee will be levied on the Outsource Company, if any employee of the outsource co. is absent from duty and no timely replacement is given to the School.**
20. **M/s OUTSOURCE COMPANY** ---will not be held responsible for any type of advance or credit given to the Security staff by the client and their staff or any other contract etc.
21. **Settlement of any Dispute:** Any dispute and differences relating to this contract including inter operation of its terms will be resolved by joint discussion. Then the matter will be referred to honorable court Jalandhar only. IN case of dispute, the jurisdiction of Jalandhar Court only will be considered as the place where the case of action be deemed to have been arisen.
22. The client agreed to make available necessary tool, gadgets, stationery items such as emergency lights, dry cell batteries, torches, telephone, security post and proper accommodation with required office furniture etc. to the security personnel for performing their duties efficiently.
23. The **OUTSOURCE COMPANY** ---will not take care of the tools or any theft of outside area of MONTGOMERY GURU NANAK PUBLIC SCHOOL ADARSH NAGAR, JALANDHAR.

24.If the client is not satisfied with **OUTSOURCE COMPANY** ---and terminate the service. In this situation the client will not take the service of our Housekeeping Staff before one month from the last date of termination.

25.The strength may be increased/decrease on written intimation by the client.

26. BOTH THE PARTIES HAVE AGREED TO EXECUTE THE CONTRACT ON 1.4.2026, ON THE FOLLOWING RATES :-

- (1) Housekeeping staff = 13925/- (8 hours 26 days Monthly)
- (2) Labour = 590/- (8hours Per day)
- (3) Mason = 800/- (8hours Per day)
- (4) Painter = 640/- (8hours Per day)
- (5) Carpenter = 800/- (8hours Per day)
- (6) Driver = 20500/- (Monthly Consolidated)

27. **The above Minimum wages to be revised as per Punjab Govt. Minimum wage Act from time to time during the period of contract**

In witness where of the parties here to have their signatures on 1st Day of April 2026.

Signature on the behalf of
M/s OUTSOURCE COMPANY ---

Signature on the behalf of
MONTGOMERY GURU NANAK PUBLIC SCHOOL
ADARSH NAGAR,JALANDHAR

(Authorized Signature)

(Authorized Signature)

Witness: 1. _____

Witness: 1. _____

2. _____

2. _____

OUTSOURCE STAFF REQUIREMENT- PRIVATE SECURITY

TYPE OF WORKER	No. OF WORKER
Gate Keeper	= 9
SUPERVISOR	= 1

***No. of persons may increase or decrease depending upon the demand from time to time**

On Affidavit

AGREEMENT/TERMS & CONDITIONS FOR PRIVATE SECURITY FOR THE YEAR 2026-27

_____ **Security, the Outsource Private Security Co.** is desirous of providing Security Services to MONTGOMERY GURU NANAK Public School, Adarsh Nagar, Jalandhar, the terms and conditions will be as follows:-

1. That Outsource co. will provide One Supervisor and 9 Gate keeper **-8 hr duty Gate keepers** to MONTGOMERY GURU NANAK Public School, Adarsh Nagar, Jalandhar w.e.f 1.4.2026 for one year + GST if applicable.
2. That the Gate keepers will wear stipulated uniform and accessories to be provided by the company.
- 3.. That the Gate keepers will perform duty under the supervision of Principal MONTGOMERY GURU NANAK Public School, Adarsh Nagar, Jalandhar and to his satisfaction.
- 4..That the timings of the duty will be as instructed by the Principal.
5. That the agency will be responsible for the antecedents and discipline of the individuals.
6. Outsource Co. will raise the bill on 1st day of the month and submit the same with all statutory documents (Attendance -Current month), Challan-ECR-payment Receipt of EPF , ESI, LWF etc. of the previous month)
7. That MONTGOMERY GURU NANAK Public School, Adarsh Nagar, Jalandhar will make payment by **7th day of each month** by Cheque directly to the said agency in the name of Outsource co. and same will be credited to the bank account of worker immediately.
8. MONTGOMERY GURU NANAK PUBLIC SCHOOL, ADARSH NAGAR, JALANDHAR has the right to dispense with the services of any Gate keeper /complete Gate keeper s/complete contract provided by the said agency by giving one month notice & vice versa.
9. Company will be responsible to provide replacement for absent worker.
- 10. A Penalty of Rs. 1000/- or two days emoluments (whichever is higher) of the employee will be levied on the Outsource Company, if any employee of the outsource co. is absent from duty and no timely replacement is given to the School.**
11. GST as/if applicable will be borne by the Contractor and he will solely responsibility for the same.
- 12. Outsource company will be responsible for the deduction and payment of ESI,EPF (as applicable) of their workers employed in our School and submit the copies of challan, ECRs**

and payment receipt along with the next month bill. It is the sole responsibility of the Outsource Co. to make sure that all statutory deductions need to be made on prescribed limit and rate of the respective department and employer, employee share is credited to the account of the employee

13. The outsource company will be responsible through their supervisor for the safety of their workers in the School. The company will be solely responsible for any Injury or mishappening / death to any worker of their company.

14. The strength of workers may be increased/decrease on written intimation by the client depending upon the requirement of the School.

BOTH THE PARTIES HAVE AGREED TO EXECUTE THE CONTRACT ON 1.4.2026, ON THE FOLLOWING RATES :-

S.N.	Description	Total No. of workers Required Presently	Gross Wages Rs.
1.	Pvt. Security Worker	8	Rs. 15164/-
2.	Pvt. Security Supervisor	1	Rs. 16900/-

The above Minimum wages to be revised as per Punjab Govt. Minimum wage Act from time to time during the period of contract

In witness where of the parties here to have their signatures on 1st Day of April 2026.

Signature on the behalf of

Signature on the behalf of

M/s

**MONTGOMERY GURU NANAK PUBLIC SCHOOL
ADARSH NAGAR,JALANDHAR**

(Authorized Signature)

(Authorized Signature)

Witness: 1. _____
2. _____

Witness: 1. _____
2. _____

**M.G.N. PUBLIC SCHOOL,
ADARSH NAGAR, JALANDHAR**

Sealed tenders/quotations are invited from concerned dealers for the following latest by 12.3.2026 2.30 PM.

CLASS GROUP PHOTO

CLASSES Ny to XII

Approx. 1700-2000 students

(Clicking & printing as per sample available from School).

PRINTING OF THE FOLLOWING AS PER SAMPLE AVAILABLE FROM SCHOOL.

- | | |
|-------------------|--|
| 1. School Almanac | - 3550 pcs |
| 2. Teachers Diary | - 100+150 pcs (KG + Sr. Sec & Sec. wing) |

**M.G.N. PUBLIC SCHOOL,
ADARSH NAGAR,JALANDHAR**

**Sealed tenders/quotations are invited from concerned dealers
for the following latest by 12.3.2026 , 2.30 PM.**

Canteen Services (Wet).
