



DAV PT SR PUBLIC SCHOOL

SHREE BIHAR, BHANJANAGAR, ODISHA

Affiliated to CBSE, NEW DELHI, AFFILIATION NO.1530308, SCHOOL NO.16020, U-DISE NO. 21190409953

Ref. No.....

Date:.....

Ref.: DAV/BNJ/269/2025

Dt. 14.08.2025

NOTICE INVITING QUOTATIONS

QUOTATION FOR THE SUPPLY OF: Driver, Helper Security Guard And Housekeeping Manpower

Sealed quotations are invited by the undersigned from experienced Agencies/Service providers having valid license and ESI registration for deployment of Security Guards and Housekeeping Staff at DAV Pt. SR Public School, Bhanjanagar. The minimum requirement of **Driver 01** per day, Security Guards in the school campus is **03 persons** per day. Housekeeping staff (MT) is **1 person** per day, AAYA (MT) is **4 persons** per day and gardener is **1 person** per day. The interested agencies to submit their quotations for the purpose may obtain the prescribed Quotation Form from the office of the undersigned on all working days between 10.30 AM to 3.30.PM from 04.09.2025 to 10.09.2025 The bidder should submit earnest money of Rs.5000/- (Rupees Five thousand) only by shape of DD in favour of Principal, DAV Pt. SR Public School, Bhanjanagar along with the quotation form in sealed envelopes super scribed "Quotation for deployment of Security Guards and Housekeeping Staff at DAV Pt. SR Public School, Bhanjanagar" on or before 10.09.2025 by 3.30p m. The earnest money will be refunded to the unsuccessful bidders within a fortnight of opening of the quotations without any interest.

The quotations will be opened on 10.09.2025 at 4.30 PM. The quoted rate should be inclusive all taxes. Income tax @ 2% will be deducted from each bill of the final selected bidder once the work order is allotted and bills are raised.

There should not be any overwriting or corrections in the quotations. The quotations received after the stipulated date & time or incomplete in any respect shall not be considered. The quotations without GST, PF Regd, ESI Regd, EDLI Code, Service Tax number and Valid Labour License shall not be considered. The undersigned does not bind him/her to accept the lowest quotation and reserves the right to accept the quotation in whole or in part thereof. The undersigned also reserves the right to cancel either any or all the quotation(s) without assigning any reason there

Headmaster

HEADMASTER
DAV PT SR PUBLIC SCHOOL
BHANJANAGAR, GANJAM

Copy to

1. The Notice Board & Website of the school for information of all concerned.
2. The Principal, DAV Public School, Berhampur and Nayagarh with a request to kindly take steps to display the quotation call notice on the School Notice Board for information of the public/person concerned
3. The concerned file for record.

MANAGED BY: DAV COLLEGE MANAGING COMMITTEE, CHITRA GUPTA ROAD, DELHI

At-Shree Bihar, Phulbani Road, Bhanjanagar-761126 (Odisha)

Phone No:06821-240032, Mobile No.+91-8658411050

Email: davbhanjanagar@gmail.com, Website:www.davbhanjanagar.org

**QUOTATION FORM FOR DEPLOYMENT OF DRIVER, MULTY TASKING WORKER SECURITY GUARD
AND HOUSEKEEPING MANPOWER AT DAV Pt. SR PUBLIC SCHOOL BHANJANAGAR, GANJAM,
ODISHA**

Name of the Agency/ Service provider_____

Complete Address_____

Telephone No _____ Fax No _____ E-mail _____

Valid License No _____ Agency Regd. No _____
(Please enclose copy of License)

PAN _____

GST Regd. No _____

P F Regd. No _____

ESI Regd. No _____

EDLI Code No _____

Service Tax No _____

Past Experience if (Please enclose name of organization where Security Guards were deployed during last five years with copy of contract as evidence.

Sl. No.	Payment Particulars	Bus Driver	Multy Tasking	Security Guard	Helper
1	Wages per month				
2	Provident Fund @.....%				
3	Gratuity@.....%				
4	ESI@.....%				
5	Sub-Total of 1 to 4				
6	Service Charges @.....%				
7	Sub- Total of 5 and 6				
8	Service Tax, if any @.....%				
9	Grand Total of 7 and 8				
10	Net Salary to be drawn per Person per month.				

* Payment will be released on day basis as per biometric attendance.
The security Guards will be changed in every three months.

Signature of Agency/Service Provider with date & seal.

NB: - Payment of bill of a particular month will be released on production of copy of acquaintance roll signed by the staff concerned & countersigned by the Accountant of the school, bank statement in support of credit of salary to respective account of the staff members, duly deposit slip towards ESI & PF payment for the preceding month along with the bill. In case of less supply of staff on any day, wages will be deducted accordingly.