



DAV PUBLIC SCHOOL

UNIT - VIII, BHUBANESWAR, ODISHA

AFFILIATED TO CBSE, NEW DELHI, AFFILIATION No.1530006, SCHOOL No. 15342

Ref. No. DAV(UNIT-VIII)/ 1362 /2023

Date : 04/08/2023

NOTICE INVITING QUOTATIONS

QUOTATION FOR THE SUPPLY OF: - **Security Guard And Housekeeping Staff**

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 Public School, Unit-VIII, Nayapalli, Bhubaneswar. The minimum requirement of Security Guards in the school campus is 21 persons per day, Housekeeping staff is 25 per day, Sweeper & Helper is 23 persons per day. The interested agencies may submit their quotations for the purpose by obtaining the prescribed Quotation Form from the office of the undersigned on all working days between **11.00 A M to 1.00.PM from 04/08/2023 to 18/08/2023**. The quotations of the bidders/agencies should be sent in sealed envelopes superscribed as **"Quotation for deployment of Security Guards and Housekeeping Staff"** along with a Bank Draft for **Rs.5000/- drawn in favour of " DAV Public School, Unit-VIII, Bhubaneswar"** towards **the earnest money on or before 18/08/2023 by 3.00pm.**

The quotation will be opened in the office of the Principal, DAV Public school, Unit-VIII, Bhubaneswar in the presence of the bidders **at 4.00 pm on 18/08/2023**

The quotations received either after the stipulated date & time or without the prescribed form or incomplete quotations or without earnest money shall not be considered. The quotations without **GST/PAN, P.F. Regd. No., ESI Regd. No, Valid License No and PSARA License No** shall not be considered also. The undersigned reserves the right to cancel either any, or all the quotations without assigning any reason thereof. The selected agency will sign an agreement with the school for supply of security guards and housekeeping staff on the terms & conditions as agreed upon by both the parties as per the proforma supplied by the DAV College Managing Committee, New Delhi. The selected agency is required to deposit an amount of **Rs.50,000/- towards security money** which will be refunded at the time of termination of contact or adjusted against any breach of conduct by any employee of the agency. The agency is also required to provide uniform to all the employees deployed for security and manpower services.


PRINCIPAL

Copy to:-

- 1 The Notice Board & Website of the school for information of all concerned.
- 2 The Principal, DAV Public School, Bhubaneswar and Cuttack 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.

**QUOTATION FORM FOR DEPLOYMENT OF SECURITY GUARDS AND HOUSEKEEPING STAFF
AT D.A.V PUBLIC SCHOOL, UNIT-VIII, NAYAPALLI, BHUBANESWAR-12**

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 _____

PSARA License 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	General Security Guard	Security Guard Supervisor	House Keeping Staff	House Keeping Supervisor
1	Wages per <u>month Rs.</u>				
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 Amount to be paid per Person per month.				

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

Signature of the authorized signatory 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 EPF with ESI payment for the preceding month along with the bill. In case of less supply of staff on any day, wages will be deducted accordingly.