



# DAV PUBLIC SCHOOL

## UNIT - VIII, BHUBANESWAR, ODISHA

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

Ref. No. DAV(UNIT-VIII)/NO18332025

Date : 16.09.2025

### 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 20, Housekeeping staff is 24, Drivers, Helpers & Sweepers is 33 persons per day. Agencies interested to submit their quotations for the purpose may obtain the prescribed Quotation Form from the office of the undersigned on all working days from **17/09/2025 to 26/09/2025 between 11:00 AM to 1:00 PM**. The sealed quotations should be submitted in the prescribed Quotation Form **by 4:00 PM on 26/09/2025** along with a Bank Draft for **Rs.5000/- drawn in favour of "Principal, DAV Public School, Unit-VIII, Bhubaneswar" towards the earnest money**. The envelope containing the quotation must be sealed and marked as **"Quotation for deployment of Security Guards and Housekeeping Staff at DAV Public School, Unit-VIII"** on the top of the envelope. The quotations will be **opened on 26/09/2025 at 4:30 PM** in the presence of bidders / quotationers / authorized persons. 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., Odisha Valid Pasra No. & ESI. Regd. 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.

  
PRINCIPAL

Copy to:-

1. The Notice Board & Website of the school for information of all concerned.
2. The Principals, 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.



DAV NO- 1833/2025

Date + 16.09.2025

**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) Odisha Valid Pasra No. \_\_\_\_\_

PAN No. \_\_\_\_\_ GST Regd. No \_\_\_\_\_

P F Regd. No \_\_\_\_\_ ESI Regd. No \_\_\_\_\_

EDLI Code No \_\_\_\_\_ Service Tax No \_\_\_\_\_

Past Experience, if any

(Please enclose name of organization(s) where Security Guards and Housekeeping Staff 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 month in Rs. _____				
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 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 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.