



Tel. (06752) 222208 (O)

DAV PUBLIC SCHOOL

WATER WORKS ROAD, PURI-752002, ODISHA

E-mail: davpuri2008@yahoo.com, Website : www.davpuri.org

UDISE NO. - 21181502782

Affiliated to C.B.S.E. No. 1530033

School No. 15338

Ref: DAV/PURI/ 584/2025 -

Date: 26/9/2025 -

QUOTATION CALL NOTICE

Sealed quotations are invited from experienced agencies/service providers having a valid license and ESI registration for the deployment of **Security Guards, Housekeeping Staff, Drivers, and Smart class teacher** at DAV Public School, Water Works Road, Puri.

Scope of Work:

- Deployment of 3 trained Security Guards (day/night shifts) for campus safety, gate control, visitor management and patrolling.
- Supply of 01 Housekeeping staff for cleanliness, maintenance and support.
- Deployment of 01 Driver for Head of the school.
- Deployment of 01 smart class teacher for the school.

Interested agencies may submit their quotations as per the prescribed Proforma (available on the school website) on or before **10.10.2025 by 2:00 PM**.

The envelope containing the quotation must be **sealed** and clearly marked:

"Quotation for deployment of Security Guards, Housekeeping Staff, Drivers, and Teachers at DAV Public School, Water Works Road, Puri."

Delivery Policy:

- Quotations received after the stipulated date/time or without the prescribed Proforma will not be considered.
- Incomplete quotations and those without TAN/PAN/PF/ESI registration numbers will be rejected.
- The undersigned reserves the right to cancel any or all quotations without assigning any reason.

The selected agency will be required to sign an agreement with the school for the supply of Security Guards, Drivers, Teachers, and Housekeeping staff, based on the terms and conditions agreed upon by both parties as per the Proforma supplied by the DAV College Managing Committee, New Delhi.

PRINCIPAL

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Copy to:

1. The Notice Board & Website of the School for information of all concerned.
2. The concerned file for record.

DAV PUBLIC SCHOOL, PURI

Valid PSARA Licence No: - _____ GST No. _____

PAN No: - _____ ESI Registration No: _____

PF & Pension Code No: _____

Quotation/ Tender No _____ Date: _____

Subject: Quotation for Deployment of Security Guards, Housekeeping staff, Driver, and Teachers

SI No.	Name of the post (Daily wage Earner)	Types	Rate per person per day (In Rs).	Rate per person per month of 30 days (In Rs.)	% of EPF including administrative charge	% of ESI	% of the service charge	Total amount per person +per month (In Rs)
1	Housekeeping Sweeper-cum-peon	Fresher						
		10 yrs of Experience						
		20 yrs Experience						
2	Head Guard/Security Supervisor	Fresher/ Experienced						
3	Security Guard Manpower (Male)	Fresher/ Experienced						
4	Electrician	Fresher/ Experienced						
5	Plumber	Fresher/ Experienced						
6	Car Driver	Experience						
		5 years of experience						
		10 years of experience						
		15 years of experience						
7	Academic & Technical Facilitators (Smart class)	Fresher/ Experience						

Signature of the Quotationer/Bidder

Name: _____

Designation: _____

With Address Phone No and Seal

Terms and Conditions

1. Service will be provided for a period of 12 months and is extendable based on mutual consent.
2. The deployed staff will follow the instructions of the School Authority and maintain discipline. They will carry out the instructions issued to them, oral or otherwise from time to time.
3. Any replacement required due to absence will be managed immediately.
4. Service Tax/GST will be charged as applicable extra.
5. The statutory dues viz. P.F., E.S.I., EPS, etc. shall be paid as per government norms.
6. The Security guards & other staff provided will not use any intoxicants viz. liquor, charas, bhanga, ganja hashish, opium, brown sugar, heroin etc. while on duty. In the event of any default on his part, the Agency shall compensate towards any loss or damage if any caused by any act of commission or omission of the said staff.
7. The Agency has to furnish a complete bio-data of the candidates with photograph of the deployed Staff who are posted on the premises after getting them authenticated by the SHO of concerned police station.
8. Regarding compliance of the various labour laws 2003, the Agency shall be responsible for all the legal compliance and in the event of any default it shall be solely responsible.
9. The deployed staff salary shall be paid on 1st day of following month by the agency.
10. The payment of the bills will be made by cheques by 10th , after submission of payment details.

Signature of the Quotationer/Bidder

Name: _____

Designation: _____

With Address Phone No and Seal