



DAV PUBLIC SCHOOL
POKHARIPUT, BHUBANESWAR, ODISHA
(AFFILIATED TO CBSE, NEW DELHI, AFFILIATION NO.- 1530065,
SCHOOL NO.-15337, U-DISE CODE-21171303272)

Ref. No. DAV(PKT)/ 1934 /2025

Dt. 08.10.2025

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from the experienced Software Agencies for Online Registration of Admission Forms from **Classes-Nursery, LKG, and Std-XI** for the year **2026-27**.

The interested agency/bidder is required to collect the Prescribed Quotation Form along with the stipulated Term and Conditions therein from the School office on all working days from **09/10/2025 to 30/10/2025** between **10.00 a.m. to 2.00 p.m.** The above form can also be downloaded from the school website-**davpkt.org.in**.

The last date to submit the filled in sealed quotation is **30/10/2025 up to 4.00 p.m.** and will be opened on the same day in presence of the bidders at 4.30 p.m. The incomplete quotation will be treated as invalid and rejected.

Agencies/Parties submitting rate must note the Term and Conditions enclosed with the Quotation Form.


PRINCIPAL

Memo No. DAV(PKT)/ 1935/2025

Dt. 08/10/2025

Copy to:-

1. The Notice Board of the School for information of the Public/ Person concerned.
2. The Principals, DAV Public Schools, Bhubaneswar and Cuttack with a request to take steps to display the Quotation Call Notice on their School Notice Boards for information of the Public/ Person concerned.
3. The concerned file for record.


PRINCIPAL

MANAGED BY : DAV COLLEGE MANAGING COMMITTEE, NEW DELHI

Address : Pokhariput, P.O. : Aerodrome Area, Bhubaneswar - 751020, Phone : 0674-2352392
Fax : 0674-2352428, Email : davpokhariput@gmail.com, website : www.davpkt.org.in

DAV PUBLIC SCHOOL, POKHARIPUT, BHUBANESWAR-20
QUOTATION FORM FOR ONLINE REGISTRATION OF
NURSERY, LKG, & XI ADMISSION-2026-27

Name of the Agency/ Service Provider _____

Complete Address _____

Phone No _____

E-mail Id _____ Fax No _____

Valid License No:- _____ Agency Regn. No. _____

PAN No :- _____ PF & Pension Code No: _____

EDLI Code No _____ GST Registration No. _____

Past Experience, if any: _____ (Attach the experience certificate)

QUOTATION FOR

Sl. No	Particulars	<u>Charge</u> <u>(In Rs.)</u>
01	Registration for each Nursery student's Admission Form (Including supply of Admission Form & necessary data)	
02	Registration for each LKG student's Admission Form (Including supply of Admission Form & necessary data)	
03	Registration for each Class-XI Student's Admission Form (Including supply of necessary data, publication of Admit Card, conduct of DAT , Publication of result & supply of Adm Form)	

Signature of the authorized Signatory
of Agency/Service Provider with date & seal.

N.B. :- The duly signed in Form to be submitted in School office by 4.30 p.m. on 30/10/2025

DAV PUBLIC SCHOOL, POKHARIPUT, BHUBANESWAR-20
TERM & CONDITIONS FOR ONLINE REGISTRATION

1. DAV Public School, Pokhariput does not bind to accept the lowest quotation and reserve the right to accept or reject any quotation without assigning any reason thereof.
2. The school reserves the right to award the work to more than one agency, if necessary.
3. Students online registration system will be implemented for the following classes.
(i) Nursery (ii) LKG, (iii) Std-XI Science, (iv) XI Science with Aspire-39 for Medical/Engineering, (v) Commerce (vi) Humanities.
4. Registration forms will be designed as per the format provided by the school.
5. On submission of each registration form, acknowledgement will be generated for print report and confirmation information to be mailed to the parent's e-mail id.
6. In case of Std- XI Science, Science with Aspire-39 for Medical/Engineering, Commerce & Humanities applicants, the option for generation of admit card should be active all times as per the sample format issued at least 7 days before commencement of examination. The Centre of Examination is to be mentioned on the Admit card as per the information passed 2 days before publication of the same. The Agency has to book the examination venues which shall be easy accessible for the students. The Agency has to conduct the test with top most security and publish the result as per the format provided. After completion of the exam the admission forms to be supplied as per our needs.
7. In case of Nursery & LKG, the option for generation of Acknowledgement Slip will be active as soon as completion of successful registration.
8. A copy of confirmation of registration shall be mailed to the School e-mail Ids.-davpokhariput@gmail.com.
9. Provision to be made to generate and take print out of the registered data as per the admission format provided.
10. The process of data entry for parents should be user-friendly.
11. Any sort of problem from parents or school side during the process of data handling shall be sorted out instantly.
12. Provision to be made for parents to pay the required registration fee for successful registration of each transaction through **Debit card, Credit Card, Net-banking or UPI**.
13. The Agency shall deploy staff in our School Campus during the period of registration to facilitate the Help Desk support if required.
14. The collected amount of each day against registration charges for all the candidates shall be deposited in the School SB Account through RTGS/Cheque on the next day positively along with the detailed report of registered candidates.
15. After successful completion of registration process Service charges will be paid for each candidate registered as the charges for software management.
16. The optimum security to be maintained for preservation of data at your level. For any sort of data leakage during the process of registration, the software vendor will be responsible and appropriate legal actions will be initiated.
17. The detailed information regarding the process of online data entry to be displayed in our school website www.davpkt.org.in . A copy of the same should be provided to the undersigned for ready reference.
18. The sample format of acknowledgement to be provided to the undersigned before pursuing the transaction.
19. Provision to be made to upload the Prospectus, Sample question paper and Marking Scheme for Aptitude Test and fee structure of the school in website.
20. The process of designing of different admission formats, information sheets and demo logging to be completed at least one week before the date of online transaction.


PRINCIPAL