



# D.A.V. PADMABATI PUBLIC SCHOOL

MANIA, TANGI, CUTTACK, ODISHA

(Affiliated to C.B.S.E., New Delhi, Affiliation No.-1530383, School No.-16143)

Ref. No. DAV(TANGI)/ 249/2026

Date : 30.06.2026

## QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from experienced Agencies/Service providers having valid license and ESI registration for deployment of Driver, Helper and Housekeeping staff at DAV Padmabati Public School, Tangi, Cuttack. The minimum requirement of Housekeeping staff in the school Campus. 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 01/07/2026 to 08/07/2026. The quotations of the bidders/agencies should be sent in sealed envelopes superscribed as "Quotation for deployment of Group-D/ Housekeeping Staff".

The quotation will be opened in the office of the Principal, DAV Padmabati Public school, Tangi, Cuttack in the presence of the bidders at 3.00 pm on 09/07/2026.

The quotations received either after the stipulated date & time or without the prescribed form or incomplete quotations 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.10,000/- towards security money which will be refunded at the time of termination of contact. The agency is also required to provide uniform to all the employees deployed for manpower services.

*BDash*  
30/6/2026  
Principal  
DAV Padmabati Public School  
Mania, Tangi, Cuttack

Copy to:

1. Notice Board /School website for information of all concerned.
2. The Principal, DAV Public schools, Cuttack & Bhubaneswar with a request to kindly take necessary steps to display the notice on the School Notice Board for information of all concerned.
3. The concerned file for record.

**QUOTATION FORM FOR DEPLOYMENT OF GROUP-D STAFF AT  
DAV PADMABATI PUBLIC SCHOOL, MANIA, TANGI, CUTTACK**

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 No: \_\_\_\_\_ GST 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	Driver	Helper	Aya	Gardener
1	Wages per month 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 amount to be paid per Person per month.				

\* Payment will be released on per day basis as per biometric attendance.

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.