



DAV PUBLIC SCHOOL

RAJABAGICHA, CUTTACK - 753009

Ref.No : DAV (RB)/272/2025

Date 15/09/2025

QUOTATION CALL NOTICE

Sealed quotations are hereby 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, Rajabagicha, Cuttack. The minimum requirement of Security Guards and Housekeeping staff in the school Campus. The interested Agencies may submit their quotations for the above said purpose as per the given Proforma in the school website on or before 25/09/2025, by 2 P.M positively. The successful bidder will deposit a demand draft of Rs.10,000/-(Rupees ten thousand only) in favour of DAV Public School, Rajabagicha, Cuttack towards security money which will be refunded at the end of the service. The envelope containing the quotation must be sealed and marked as "Quotation for deployment of Security Guards and Housekeeping staff at DAV Public School, Rajabagicha, Cuttack" on the top of the envelop. The quotations received either after the stipulated date and time or without the prescribed form or incomplete quotations shall not be considered. The quotations without TAN/PAN, P.F. Regd. 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 there for. The selected agency will sign an agreement with the school for supply of Security Guards and housekeeping staff on the terms and conditions as agreed upon by both the parties as per the proforma supplied by the DAV College Managing Committee, New Delhi.

15.09.25
HEADMASTER
DAV PUBLIC SCHOOL
RAJABAGICHA, CUTTACK-9

1. The Notice Board & Website of the School 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.

DAV PUBLIC SCHOOL RAJABAGICHA ,CUTTACK
QUOTATION PROFORMA

Name of the Party/Agency_____

Complete Address:_____

Telephone No.:_____ Fax No.:_____ E-mail:_____

Valid License No.:_____ Agency Regd No._____

(Please enclose copy of License)

P.F. Regd. No._____ GST Regd. No._____

ESI Regd. No._____ Service Tax No._____

PAN NO._____ PSARA License No_____

Past Experience If:

(Please enclose name of organization where Security Guards and Housekeeping Staff were deployed during last 3 years with copy of contract as evidence)

Sl.NO.	Payments Particulars	General Security Guards	Security Guard Supervisor	House keeping Staff	House keeping Supervisor
1	Wages per day @ Rs.				
2	Provident Fund @ _____%				
3	Gratuity @ _____%				
4	ESI @ _____ %				
5	Sub — Total of 1 to 4				
6	Service Charges @ _____%				
7	Sub - Total of 5 & 6				
8	Service Tax, If any				
9	Grand Total of 7 & 8				

Signature of the Authorised Signatory of
Party/Agency with Date & Seal

N.B.:- 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 ESI deposits of the preceding month along with the bill. In case of less supply of staff on any day wages will be deducted accordingly.