



DAV S.C.B. MEDICAL PUBLIC SCHOOL

Affiliated to CBSE, New Delhi • Affiliation No.-1530396 • School No. - 16183
OMP SQUARE, CHAULIAGANJ, CUTTACK, ODISHA

Ref.No.:DAVSCB / CTC / 1097/2025

Date : 17-09-2025

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from the experienced Agencies for **Security Guard/Housekeeping/Daily Wage Earner** having valid license, GST Number, PAN Numbers, PF and ESI registration for deployment at **DAV S.C.B. Medical Public School, OMP Square, Cuttack.**

The interested agency/quotationer may submit their quotations for the above said purpose as per the given Proforma in the school website on or before **26.09.2025 between 10.00 a.m. to 3.00 p.m.** The envelope containing the quotation must be sealed and marked as "**Quotation for deployment of Security Guards and Housekeeping staff at DAV S.C.B. Medical Public School, OMP Square, Cuttack**" on the top of the envelope. Incomplete quotation will be treated as invalid and rejected. The successful bidder will deposit **Rs. 10,000/-** (Rupees Ten thousand) only in favour of "**DAV S.C.B. MEDICAL PUBLIC SCHOOL, CUTTACK**" payable at Cuttack towards security amount which will be refunded at the end of service.

Agencies/Parties submitting rate must note the following conditions.

- 1 **DAV S.C.B. Medical Public School, Cuttack** does not bind them to accept the lowest quotation and reserve the right to accept or reject any quotation without assigning any reason whatsoever.
- 2 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.
- 3 The school reserves the right to award the work to more than one agency, if necessary.

PRINCIPAL
PRINCIPAL

DAV S.C.B. Medical Public School
Cuttack

Memo No. DAVSCB/CTC/1098/2025

Date: 17.09.2025

Copy to

1. The Notice Board & Website of the school for information of the public/person concerned.
2. The Regional Director, DAV Institutions, Odisha, Bhubaneswar for kind information.
3. The Principal, DAV Public Schools, Cuttack and Bhubaneswar with a request to kindly take steps to display the quotation call notice on the School Notice Board & Website for information of the public/person concerned.
4. The concerned file for record.

PRINCIPAL
PRINCIPAL
DAV S.C.B. Medical Public School
Cuttack

**TENDER FORM FOR DEPLOYMENT OF SECURITY GUARD & MAN POWER
AT DAV S.C.B. MEDICAL PUBLIC SCHOOL, OMP SQUARE, CUTTACK.**

QUOTATION PROFORMA

Name of the Agency/Service Provider.....

Complete Address

.....

.....

Tel No. :

Email :

License to run private Security Agency
(Please enclose copy of License)

Valid Labour License No.
(Please enclose copy of License)

Certificate under shop and commercial establishment Act :
(Please enclose copy of License)

PAN :

GST Regd. No.

P.F. Regd. No. :

ESI Regd. No.

PSARA License No. :

Service Tax No.

Sl.No.	Payment Particulars	Manpower				Security Guards	
		Unskilled	Semi-skilled	Skilled	Highly Skilled	Guards	Head Guard
	Cost to Principal Employer	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	Wages per month @ Rs. Per day Rs.						
2	Provident Fund @.....%						
3	Gratuity @%						
4	ESI @%						
5	Sub - Total A (1 to 4)						
6	Service Charges						
7	Sub-Total B (5 & 6)						
8	Service Tax, if any @.....%						
9	Grand Total* (7 & 8)						
10	Net Salary to be drawn per person per month						

* Payment will be made on per day basis as per the attendance.

Past Experience, if any :

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

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 acknowledged by the Branch Manager of the concerned Bank, receipt of P.F., E.S.I & Gratuity deposits of the preceding month along with the bill. In case of less supply of staff on any day, wages will be deducted accordingly.