



DAV MADAN MOHAN PUBLIC SCHOOL

BRAHMAPUR, ICHHAPUR, BHADRAK, ODISHA - 756127

AFFILIATED TO CBSE, NEW DELHI. AFFILIATION NO.: 1530379, SCHOOL NO.: 16134

Ref. No. : DAV (BHADRAK)/ 471 /2025

Date : 22 /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 Madan Mohan Public School, Brahmapur, Ichhapur, Bhadrak. The minimum requirement of Security Guard, Housekeeping Staff, Drivers, Helpers, Peon and Ayah is 13 persons per day. Agencies interested to submit their quotations for the purpose may obtain the prescribed Quotation Form from school office on all working days from 23-09-2025 to 06-10-2025 between 10:00 AM to 02:00 PM. The sealed quotations should be submitted in the prescribed Quotation Form by 03:00 PM of 06-10-2025 along with a Bank Draft of Rs. 5,000/- drawn in favour of "DAV Madan Mohan Public School" towards the earnest money. The envelope containing the quotation must be sealed and marked as "Quotation for deployment of Security Guards and Housekeeping Staff at DAV Madan Mohan Public School" on the top of the envelope. The quotations will be opened on 06-10-2025 at 03:30 PM in the presence of authorized person(s). The quotations received either after the stipulated date and time or without the prescribed form or incomplete quotations or without earnest money shall not be considered. The quotations without GST/ PAN, P. F. Regd. No., Odisha Valid Pasra 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 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.


Headmaster
Headmaster
DAV Madan Mohan Public Scho
Ichhapur, Bhadrak

Copy to:

1. The Notice Board & Website of the school for information of all concerned.
2. The concerned file for record.
3. The Principal, DAV Public School, Balasore/ DAV SDPS Public School, Randia, Bhadrak/ Adani DAV Public School, Bhadrak with a request to kindly take necessary steps to display on the School Notice Board and Website for information of the public/ person concerned.

MANAGED BY : DAV COLLEGE MANAGING COMMITTEE, CHITRAGUPTA ROAD, NEW DELHI.

AT : BRAHMAPUR, PO : ICHHAPUR, DIST : BHADRAK, ODISHA, 756127

MOB : 7894292102, Website : www.davbhadrak.in, Email : davbhadrak@gmail.com

**TENDER FORM FOR DEPLOYMENT OF SECURITY GUARD & MAN POWER AT
DAV MADAN MOHAN PUBLIC SCHOOL, BRAHMAPUR, ICHHAPUR, BHADRAK**

Name of Agency/ Service Provider: _____

Complete Address: _____

Phone No (Mobile): _____

Email: _____

Telephone No. _____

Fax : _____

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
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	Cost to Principal Employer Wages per month @ Rs. Per day Rs.						
2	Provident Fund @ %						
3	Gratuity @%						
4	ESI @ %						
5	Sub-Total A (1 to 4)						
6	Service Charges on wages per day						
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 acknowledge by the Branch Manager of the concerned Bank, receipt of P. F., ESI & gratuity deposits of the preceding month along with the bill, In case of less supply of staf on any day, wages will be deducted accordingly.

Signature of the Service Provider with date
& Seal