

**D.A.V PUBLIC SCHOOL
ASOPUR TANDA ,AMBEDKAR NAGAR UP**

NOTICE INVITING QUOTATION

QUOTATION FOR THE SUPPLY OF: Security Guards and Housekeeping

Sealed quotations are 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,Asopur Tanda Ambedkar Nagar UP. The minimum requirement of Bus Driver-7,Khalashi- 5, Security Guards- 1,Gunman- 1, and Sweeper 3 persons per day. 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 **10.00 AM to 1.00.PM from 29/04/2024 to 08/05/2024**. The quotations of the bidders/agencies should be sent in sealed envelopes super scribed as "**Quotation for deployment of Security Guards and Housekeeping Staff**" along with a Bank Draft for Rs.5000/- drawn in favor of "**DAV Public School, Asopur Tanda,**" towards the earnest money on or before **08/05/2024** by 3.00pm.

The quotation will be opened in the office of the Principal, DAV Public school Asopur Tanda Ambedkar Nagar UP, in the presence of the bidders at **4.00 pm on 08/05/2024**

The quotations received either after the stipulated date & 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., 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.25,000/- towards security money which will be refunded at the time of termination of contact or adjusted against any breach of conduct by any employee of the agency. The agency is also required to provide uniform to all the employees deployed for security and manpower.


PRINCIPAL

Copy to:

- 1.The Notice board and the website of the Scholl for information of all concerned.
- 2.The Concerned file for record

D.A.V PUBLIC SCHOOL
ASOPUR TANDA , AMBEDKAR NAGAR UP
QUOTATION FORM FOR PROVIDE OUTSOURCING STAFFS

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..... GST Regd. No.....

PF Regd. No..... ESI Regd. No.....

EDLI Code No..... Service Tax No.....

PSARA License No.....

Past Experience if.....

(Please enclose name of organization where employees were deployed during last five years with copy of contract as evidence)

Sl. No.	Payment Particulars	Security Guard	Gunman	House Keeping Staff	Driver	Khalasi
1	Wages per month Rs.					
2	Provident Fund @.....%					
3	ESI@					
4	Service Charges @.....%					
5	Service Tax, if any					
6	Grand Total					
7	Net Amount to be paid per Person per month.					

* Payment will be released on per day basis as per biometric attendance. The security Guards will be changed in every three months.

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

NOTE: Payment of bill of a particular month will be released on the basis of attendance 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, dully 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.