

**DAV PUBLIC SCHOOL  
ASOPUR TANDA AMBEDKAR NAGAR UP  
NOTICE INVITING QUOTATION FOR THE SUPPLY OF:**

**(Security Guards, Housekeeping staff, Drivers, Khalsi and MTS)**

Sealed quotations are invited by the undersigned from experienced agencies/service providers having valid license and ESI registration for deployment of Security Guards, Housekeeping staff, Drivers, Khalsi and MTS etc. at DAV Public School, Asopur Tanda, Ambedkar Nagar (UP) Whenever the school will require during the period (1<sup>st</sup> June 2026 to 31<sup>st</sup> May 2027).

Interested agencies may submit their quotations for the purpose by obtaining the prescribed quotation form available on the school website. The quotations of the bidders/agencies should be submitted in sealed envelopes superscribed as **"Quotation for deployment of Security Guards and Housekeeping Staff etc."** in the office of the Principal, DAV Public School, Asopur Tanda, on or before 28/05/2026 by 3:30 PM.

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 30/05/2026.

The quotations received after the stipulated date & time or without the prescribed form or required documents will not be entertained. Agencies without valid registration, GST/PAN, PF registration, ESI registration and PSARA licence shall not be considered.

The undersigned reserves the right to cancel any or all the quotations without assigning any reason. The selected agency shall enter into an agreement with the school for supply of security guards and housekeeping staff etc. on the terms and conditions approved by the DAV College Managing Committee, New Delhi. The selected agency is required to deposit Rs. 10,000/- towards security money which will be refunded at the time of termination of contract or, after completion of the contract period. The agency will also be required to provide uniform to all employees deployed for security and manpower services.

  
**PRINCIPAL**

Copy to: 1. The notice board and the website of the school for information of all concerned.

2. The concerned file for record.



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

**QUOTATION FORM FOR PROVIDE OUTSOURCING STAFF**

Name of the Agency/Service provider .....

Complete Address .....

Telephone No ..... Fax No. .... Email .....

Valid License No..... Agency Regd. No.....

(Please enclosed 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)

S.No.	Payment Particulars	Security Guard	Gunman	House Keeping Staff	Driver	Khalasi
1. #	Wages per day 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.

# Wages must be as per State Government Norms.

**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.