



# DAV PUBLIC SCHOOL

RAJABAGICHA, CUTTACK - 753009

Ref.No : DAV (RB)/ 2018-19/550

Date 21.12./2018

## QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from experienced Agencies/service providers having valid licence and ESIC registration for deployment of Security Guards and house keeping staff at DAV Public School, Rajabagicha, Cuttack. The minimum requirement of Security guards in the school campus is 01 person from 6.p.m to 6am on all working days and 24 hours on Sundays and holidays and 2 House keeping staff(ladies) per day basis in the school. Interested Agencies may submit their quotations for the purpose as per the proforma given in the school web site .The sealed quotation should reach the undersigned on or before 27.12.2018 by 3 p.m. positively. Quotations without GST/OST/CST/TIN/PAN No./Aadhaar No. shall not be considered. The quotations received after the stipulated date and time due to postal delay or incomplete in any respect shall not be considered. The envelope containing the quotation must be superscribed as "QUOTATION FOR DEPLOYMENT FOR SECURITY GUARDS AND HOUSEKEEPING STAFF.." on the top of the envelope. The selected agency will sign an agreement with the school for supply of Security guards and house keeping 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. The undersigned reserves the right to cancel any/all the quotation(s) without assigning any reason there off.

*21.12.18.*  
**HEADMISTRESS**  
**DAV PUBLIC SCHOOL**  
**RAJABAGICHA, CUTTACK-9**  
Copy to:

- 1 Notice Board & Website of the school for information of all concerned.
- 2 The Principals, DAV Public Schools of Cuttack & Bhubaneswar with a request to kindly take necessary steps to display the notice on the School Notice Board for information of the public/person concerned.
- 3 The concerned file for record.

# DAV PUBLIC SCHOOL, RAJABAGICHA, CUTTACK

## QUOTATION PROFORMA

Name of the Party \_\_\_\_\_

Complete Address \_\_\_\_\_

Contact No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Valid Licence No. \_\_\_\_\_

Agency Regn.No \_\_\_\_\_

P.F Regd.No \_\_\_\_\_

ESIC Regd.No \_\_\_\_\_

GST No \_\_\_\_\_

Service Tax No \_\_\_\_\_

PAN No. \_\_\_\_\_

Aadhaar No \_\_\_\_\_

Past Experience if any : (Please enclose name of Organization where Security Guards and House keeping staff were deployed during last 3 years with copy of contract evidence)

Sl.No.	Payments particulars	General Security Guards	House Keeping Staff
1	Wages per day @ Rs.		
2	Provident Fund @..... %		
3	Gratuity @ .....%		
4	ESI @ .....%		
5	Sub Total :- (A)		
6	Service Charges		
7	Sub Total (B)		
8	Directo Cost per day per Head		
9	Direct cost per month		
10	Service Tax if any		
11	Grand Total		
12	Net salary to be drawn per person per month		

Signature of the Authorised Signatory  
of Agency/Service provider with date  
& seal.

**N.B :** Payment of bill for a particular month will be released on production of copy of acquaintance roll signed by the staff concerned and 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