



DAV PUBLIC SCHOOL
POKHARIPUT, BHUBANESWAR, ODISHA
(AFFILIATED TO CBSE, NEW DELHI, AFFILIATION NO.- 1530065,
SCHOOL NO.-15337, U-DISE CODE-21171303272)

Ref. No. DAV(PKT)/1808/2025

Dt. 16.09.2025

From
Mr. Bipina Kumar Sahoo
Principal-cum-ARO
To
The Principal
DAV Public Schools
Bhubaneswar & Cuttack

Sub :- Request to publish the Tender Notice in your School Notice Board & Website.

Sir/Madam,

In connection with the matter as cited above please find enclosed herewith the Tender Call Notice for deployment of Security Guards and Man Power Services in the premises of DAV Public School, Pokhariput, Bhubaneswar.

You are therefore requested to do the needful to publish the same in your School Notice Board and Web site for the knowledge of different agencies and public.

Thank you.

Yours sincerely


PRINCIPAL

TENDER NOTICE



DAV PUBLIC SCHOOL, POKHARIPUT, BHUBANESWAR
(Managed by DAV College Managing Committee, New Delhi)

Tender No.: DAV/PKT/SEC-MP/2025-26/01

Date: 16/09/2025

Sealed tenders are invited from reputed and licensed agencies having valid PSARA License (for security services) and experience in providing Security Personnel & Manpower Services for educational institutions, for deployment at DAV Public School, Pokhariput, Bhubaneswar.

Scope of Work:

- Deployment of 10 trained Security Guards (day/night shifts) for campus safety, gate control, CCTV monitoring, visitor management, and patrolling.
- Supply of 26 Housekeeping Staff for cleanliness, maintenance, and support.
- Deployment of 6 Bus Drivers, 9 Helpers and 1 bus mechanic for school transportation.

Eligibility Criteria:

1. Valid PSARA License for Odisha (for security services).
2. Registration under EPF, ESI, GST & Labour Department.
3. Minimum 5 years' experience in providing services to reputed institutions/organisations.
4. Annual turnover of at least ₹50 lakh in the last 3 financial years.
5. Police verification and medical fitness certificates for all deployed personnel.

Tender Document: Available from the school office between 10:00 AM to 2:00 PM on working days from **17.09.2025 to 07.10.2025** on payment of ₹500/- (non-refundable) by swiping Debit/Credit Card or by demand draft in favour of "Principal, DAV Public School, Pokhariput, Bhubaneswar".

Last Date for Submission : **07.10.2025, up to 2:00 P.M.**

Opening of Technical Bid : **07.10.2025 at 4:00 P.M.**

The School Management reserves the right to accept or reject any or all tenders without assigning any reason thereof. The school reserves the right to award the work to more than one agency, if necessary.


Principal

DAV Public School

Pokhariput, Bhubaneswar, Odisha

Principal
D.A.V. Public School
Pokhariput, Bhubaneswar-20
School No.15337
Affiliation No-1530065

DAV PUBLIC SCHOOL, POKHARIPUT, BHUBANESWAR-20

Valid PSARA License No:- _____ GST No. _____

PAN No :- _____ ESI Registration No: _____

PF & Pension Code No. : _____

Quotation/Tender No : DAV/PKT/SEC-MP/2025-26/01 Date: _____

Subject: Quotation for Deployment of Security Guards, Housekeeping & Transport/ Vehicle Staff

Sl. No	Name of the post (Daily Wage Earner)	Types	Rate per person per day (In Rs.)	Rate per person per month f 30 days (In Rs.)	% of EPF includin g administ rative charge	% of ESI	% of the Service Charge	Total Amount per person per month (In Rs)
1.	Housekeeping Sweeper-cum-peon	Fresher						
		10 yrs experience						
		20 yrs experience						
2.	Head Guard/ Security Supervisor	Fresher/exper ienced						
3.	Security Guard Manpower(Male)	Fresher/exper ienced						
4.	Electrician	Fresher/ experienced						
5.	Plumber	Fresher/exper ienced						
6.	Bus Driver	Fresher						
		5 years experience						
		10 years experience						
		15 years experience						
7.	Bus Mechanic .	5 years experience						
		10 years experience						
		15 years experience						
8.	Bus Helper	Fresher						
		5 years experience						
		10 years experience						

Signature of the Quotationer/Bidder

Name:-

Designation :-

With Address Phone No and Seal

Terms and Conditions

1. Service will be provided for a period of 12 months and is extendable based on mutual consent.
2. The deployed staff will follow the instructions of the School Authority and maintain discipline. They will carry out the instructions issued to them, oral or otherwise from time to time.
3. Any replacement required due to absence will be managed immediately.
4. Service Tax/ GST will be charged as applicable extra.
5. The statutory dues ,viz. P.F, E.S.I., EPS, etc shall be paid as per government norms.
6. The Security guards & other staff provided will not use any intoxicants, viz. liquor, charas, opium, brown sugar, smack etc. while on duty. In the event of any default on his part, the Agency shall compensate towards any loss or damage if any, caused by any act of commission or omission of the said staff.
7. The Agency has to furnish a complete list with residence address with photograph of the deployed Staff who are posted on the premises after getting them authenticated by the SHO of concerned police station.
8. Regarding compliance of various Labour Laws 2003, the Agency shall be responsible for all the legal compliances and in the event of only default it shall be solely responsible.
9. The deployed staff shall be paid on 1st day of following month.
10. The payment of the bills will be made by cheques by 10th of following months.

Signature of the Quotationer/Bidder

Name :-

Designation :-

With Address Phone No and Seal