



# REGIONAL DIRECTORATE DAV INSTITUTIONS, ODISHA

## TENDER CALL NOTICE

Ref. No:- DAVRD(OD)/ 674 /2023


Date : 17.07.2023

Sealed tenders are invited by the undersigned from experienced **Agencies/Service providers having valid Labour license/Shop & Commercial Establishment Registration Certificate, Registration certificate to run private Security Agency and PF, ESI registration** for deployment of Security Guards & Manpower as per requirement at different DAV Public Schools of Odisha. Agencies interested to submit their tenders for the purpose may obtain the prescribed Quotation Form from the office of the undersigned on all working days from 18.07.2023 to 31.07.2023 between 11.00 A.M. to 2.00 P.M. or download for the websites of DAV Schools of Odisha. **The sealed tenders should be submitted in the prescribed Tender Form only (i.e. "Technical Bid & Financial Bid" in two separate envelopes to be sealed in one envelope) by 4.00 P.M. on 31.07.2023** along with a Bank Draft for Rs.10,000/- drawn in favour of "Regional Director, DAV Institutions, Odisha" **towards the Earnest Money**. The envelope containing the tender (Technical bid and Financial bid) must be sealed and marked as "Tender for deployment of Security Guards & Manpower at D.A.V. Public Schools, Odisha" on the top of the envelop. The Tenders received either after the stipulated date & time or without the prescribed form or incomplete tenders or without Earnest Money shall not be considered. The tenders without TAN/PAN, P.F. Regd. No. & ESI. Regd. No. shall not be considered also. The undersigned reserves the right to cancel either any or all the tenders without assigning any reason there for. The tenders(Technical bids) shall be opened on 01.08.2023 at 02.00P.M. in presence of representatives of the agencies.

The Financial bids of the technically selected tenders shall be considered for selection of agency subject to verification of their credentials and service quality from the organizations where they are providing service.

The selected agency will sign an agreement with the school for supply of Security Guards & Manpower initially for a period of one year 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 R.50,000/- towards security money which will be refunded at the time of termination of contract 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 services.

The Bank draft of the unsuccessful agencies/bidders shall be returned within one week of opening of the tenders. The VDA will be increased from time to time as per the notification of the State Govt.

  
Regional Director  
12/7/23

Copy to:

1. Notice Board/Websites of all DAV Public Schools of Odisha.

Plot No. : DC-1/A, Sailashree Vihar, Chandrasekharpur, Bhubaneswar-751021 (Odisha)

Ph. No: 0674 - 2740655 / 27400551, E-mail: davrdodisha2@gmail.com, rdodisha2014@gmail.com, davaroodisha@gmail.com, davaroodishad@gmail.com

H.O. : DAV COLLEGE MANAGING COMMITTEE, CHITRA GUPTA ROAD, NEW DELHI - 110 055

**TENDER FORM FOR DEPLOYMENT OF SECURITY GUARD & MANPOWER  
AT D.A.V. PUBLIC SCHOOLS, ODISHA.**

**TECHNICAL BID**

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

Complete Address: .....

Tel No. E-mail:  
License to run private Security Agency: Valid Labour License No.:  
(Please enclose copy of license) (Please enclose copy of license)

Certificate under Shop & Commercial Establishment Act:  
(Please enclose copy of license)

PAN: ..... GST Regd. No.....

P.F. Regd. No. .... ESI Regd. No. ....

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

Past Experience, if any:

Sl.No.	Name of Organization	Period of Contract	No. of persons deployed	Contact person	Mobile No. of contact person

(Please enclosed copy of the agreements)

Present place of working/contract, if any:

Sl.No.	Name of Organization	Period of Contract	No. of persons deployed	Contact person	Mobile No. of contact person

(Please enclosed copy of the agreements)

Annual turnover(Please attach audit report/IT return of last three years):

Signature of the authorized signatory  
of agency/service provider with date and seal

**TENDER FORM FOR DEPLOYMENT OF SECURITY GUARD & MANPOWER  
AT D.A.V. PUBLIC SCHOOLS, ODISHA.**

**FINANCIAL BID**

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

Complete Address: .....

Tel No. ....

E-mail: .....

Payment particulars	Manpower				Security Guards	
	Unskilled	Semi-skilled	Skilled	Highly Skilled	Guards	Head Guard
Cost to Principal employer	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Wages for 30 Days @ Rs.....per day						
Provident Fund @.....%						
ESI @ .....%						
Gratuity @.....%, if applicable with supporting documents.						
<b>Sub-total A</b>						
Service charges						
<b>Sub-total B</b>						
Direct cost per head						
<b>Details of Taxes, if any</b>						
<b>Grand Total*</b>						

\*Payment will be made on per day basis as per biometric attendance.

Signature of the authorized signatory  
of agency/service provider with date and seal

N.B.: Payment of bill of a particular month will be released on production of copy of acquittance 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 acknowledged by the Branch Manager of the concerned Bank, receipt of P.F., E.S.I. & Gratuity deposits of the preceding month along with the bill. In case of less supply of staff on any day, wages will be deducted accordingly.