



DR.A.N.KHOSLA DAV PUBLIC SCHOOL,ROURKELA.

Ref.No.DAVPS/RKL/2018-19/ 662

dt.11.02.2019

TENDER CALL NOTICE.

Sealed quotations are invited by the undersigned from experienced Security agencies having P.F & ESI Registration Number for providing Security guards to look after & safe guard of the school premises including furniture fittings and all accessories of the school / the residence available inside the campus of Dr.A.N.Khosla DAV Public School, Rourkela. The agencies interested to submit their quotation for the purpose may obtained the prescribed Quotation Form from the office of the undersigned on deposit of Rs.100/-only (Non refundable) in Oriental Bank of Commerce, DAV Public School campus, Basanti Colony, Branch, Rourkela through Bank challan on all working days from 11th Feb., 2019 to 20th Feb, 2019 between 10.00 am and 1.00 pm.

The sealed quotation should be submitted in the prescribed form alongwith the earnest money of Rs.2000/- through DD favouring "DAV Public School,Rourkela" payable at Rourkela by 25th Feb,2019.The envelope containing the quotation must be sealed and marked as "Quotation for supply of Security guards" on the top of the envelope. The quotation received either after the stipulated time or without prescribed format /earnest money / incomplete quotations shall not be considered. The quotation without PF / ESI Registration Number and authentic Security license shall not be considered also. The undersigned reserves the right to cancel either any or all the quotations without assigning any reason thereof.

(L.N.Pradhan)

Principal

R.D-cum-Principal.

DAV PUBLIC SCHOOL, RKL-12
11/2/19

Copy to:

1. Notice Board, DAVPS, Rourkela.
2. School Website.

TENDER FORM FOR SUPPLY OF SECURITY PERSONALS FOR DR. AN.N.KHOSLA DAV PUBLIC SCHOOL, RING ROAD CHOWK, ROURKELA-12.

1. The selected agency will sign an agreement with the school for supply of Security Guards on the terms & conditions as agreed upon by both the parties as per the proforma supplied by the DAV College Managing Committee, New Delhi.
2. The initial duration of the agreement shall be of one year which can be extended for a further period of one year by mutual consent in writing.
3. The agency will be responsible for the conduct of the staff and shall indemnify for any loss of the school due to delinquency, negligence and dishonesty etc on the part of the security guard/staff.
4. That the security guards provided will not use any intoxicants. viz. liquor, charas, opium, brown sugar, and smack etc. while on duty. In the event of any default on his part, the agency shall compensate the school authority towards any loss or damage if any, caused by such act of the said security guard.
5. The agency will not change any guard without giving required information in writing to the authority of the school and his consent.
6. Regarding compliance of various Laws, the agency is responsible for all the legal compliances and in the event of any default it shall be solely responsible.
7. That the guards detailed for duty on the school premises shall have to give an undertaking to the effect that they do not serve at any other place except **Dr.A.N.Khola DAV Public School,Rourkela** , in default whereof the contract will be cancelled without any notice.
8. That the security guards of the agency will observe the code of conduct, rules & regulations of the school and that they will carry out the instructions issued to them, otherwise, by the school from time to time. In case of any deviation, the contract will be liable to be cancelled without any notice.
9. The agency / the school can terminate his / her agreement by giving one month; notice to the school authority / the agency in writing.
10. The payment of the bills will be made by cheques to the agency by 10th of every month after submission of bill by the agency with the proof of the statutory payment of previous month.
11. The security guards for duty must be provided mobile phone, whistle and torch by the agency.
12. The School authority shall reserves the right to cancel either any or all the quotations without assigning any reason thereof.

QUOTATION DOCUMENT IN RESPECT OF SUPPLY OF SECURITY PERSONALS FOR
DR.A.N.KHOSLA DAV PUBLIC SCHOOL,RING ROAD CHOWK,BASANTI NAGAR,ROURKELA.

1. Name of the Security Agency: _____

2. Complete Address (Present/ office): _____

3. Complete Address (Permanent): _____

4. Valid Licence No/ Regn.No for supply of Security personals: _____
(Please attach the photocopy of the Registration Number,if any)

5. Past experience, if any: _____
(Please attach the photocopy of the experience, if any)

6. P.F Number of the Security Agency: _____
(Please attach the photocopy of the P.F Number, if allotted)

7. ESI Registration Number of the Security Agency: _____
(Please attach the photocopy of the ESI Number, if allotted)

8. Rate of payment per guard (Cost to the Principal employer including all statutory
Payment) _____

9. Details of amount deposited towards Tender paper:

Name of the Bank: _____ Amount deposited: Rs. _____ D.D.No _____
Date: _____

DECLARATION:

Certified that, the information mentioned in the above format are true to the best, of my
knowledge and belief.

SIGNATURE OF THE SECURITY AGENCY

(SEAL)

DATE: _____