



D.A.V. HIGH SCHOOL

ITPS, BANHARPALI, DIST-JHARSUGUDA-768234
Phone No.: 0665-251193, E-mail: davhsitps@rediffmail.com,
Website: www.davhsbanaharpali.org

No.: DAVHSITPS/2026/140

Date:30.03.2026

Tender Call Notice for Engagement of Manpower Service Provider

Sealed quotations are invited from eligible bidders (Firms/Agencies) for providing manpower services at DAV High School, ITPS, Banharpali on an outsourcing basis, in the prescribed Quotation Proforma (attached), as per the norms of DAVCMC, New Delhi.

The detailed tender document along with all relevant information regarding the tender process is available on the school website: www.davhsbanaharpali.org which may be downloaded by the interested bidders.

Interested bidders (Firms/Agencies) are requested to submit their quotations in a sealed envelope to the school office on or before 10.04.2026 by 05:00 PM.

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Sd/-
Principal

Copy to
Notice Board / School website for information of all concerned.

**QUOTATION FORM FOR ENGAGEMENT OF MANPOWER SERVICE PROVIDER
AT-DAV HIGH SCHOOL, ITPS, BANHARPALI, DIST-JHARSUGUDA, ODISHA-768234**

Name of the bidders (Firms/Agencies) _____

Complete Address : _____

Contact No. : _____

Mail Id. : _____

Valid License No. : _____

Agency Regd. No. : _____

PAN No. : _____

GST Regd. No. : _____

EPF Regd. No. : _____

ESIC Regd. No. : _____

Past Experience if : _____

(Please enclose the attested copy of supporting documents in all respect)

S.N.	Name of the Post	Type	Consolidated Salary per month (in Rs.)	% of EPF including administrative	% of ESIC	% of Service Charges	GST (9%+9%)	Total Amount per month
01	Peon	Semi-Skilled	14000/-					

(In words.....)

Signature of the Quotation/Bidder

Name-

Designation-

With Address Phone No & Seal

Term & Conditions

1. The service shall be provided for a period of 24 months, extendable based on mutual consent of both parties.
2. The deployed staff shall strictly follow the instructions of the school authority, maintain discipline, and carry out all directions issued to them, whether oral or written, from time to time.
3. Any replacement required due to absence of staff shall be arranged immediately by the agency.
4. GST shall be charged as per applicable government regulations.
5. All statutory dues, including EPF, ESIC, EPS, etc., shall be paid in accordance with prevailing government norms.
6. 2% TDS shall be deducted by the school on a monthly basis, as applicable.
7. The deployed staff shall not consume or be under the influence of any intoxicants, such as liquor, charas, opium, brown sugar, smack, etc., while on duty. In case of any violation, the agency shall be liable to compensate for any loss or damage caused due to any act of commission or omission by the staff.
8. The agency shall furnish complete details and records of all staff deployed at the school.
9. The agency shall be solely responsible for compliance with all applicable labour laws, including but not limited to the Labour Laws of 2003. In case of any default, the agency shall bear full responsibility for legal consequences.
10. The deployed staff shall be paid their wages on the 1st day of the following month.
11. Payment of bills shall be made by the school via cheque on or before the 10th of the following month.

Signature of the Quotation/Bidder

Name-

Designation-

With Address Phone No & Seal