

QUOTATION INVITATION/  
DOCUMENT  
for  
Providing Manpower for  
(Housekeeping, General Security, Lab., & Computer Operator)  
In  
**DAV SARDAR PATEL PUBLIC SCHOOL**  
Prayagraj

**IMPORTANT INFORMATION RELATED TO QUOTATION**

1	Purpose	<b>Engagement of Agency for providing Housekeeping/Support/ Security Services.</b>
2	Date Of issue	24.06.2024
3	Lastdate of submission of quotation	05.07.2024
4	Address for Submission	<b>DAV SARDAR PATEL PUBLIC SCHOOL, PPGCL, BARA, PRAYAGRAJ-212107</b>

# DAV Sardar Patel Public School, Prayagraj

[www.davspps.org](http://www.davspps.org)

## Quotation/Quotation Documents for Providing Manpower

### A. Eligibility Conditions

- A registered company firm or agency having experience of at least 05 Years in Housekeeping/ Security Services .
- The agency should be registered with the Competent Authority and should have PAN/TAN number, Sale Tax/GST registration.
- The agency shall have well established office.
- The agency should have 05 years in housekeeping and sanitation services in Govt. Dept, Semi-Govt., Corporate Sector, Universities, schools, Hospitals/autonomies bodies etc.
- The agency should not have been blacklisted by any Govt., Semi-Govt, Dept. or any other organization.
- The agency must submit duly filled Quotation form specified in this document.
- Certificate of registration, MOU in case of partnership firm, Article of Association, Moa in Case of Company etc shall be attached.
- The Quotation form shall be accompanied by the documents mentioned in checklist specified in Annexure I of this document.
- The agency without the qualifications as mentioned in the shall be summarily rejected. Tenders incomplete in any form are liable to be rejected out rightly.
- Every page of Quotation document shall be signed by the Tenderer.
- In case any person signs the Quotation/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company/firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the Quotation document.

### B. SUBMISSION OF QUOTATION

- Quotation should be submitted on specified format supplied by School or downloaded from DAV Sardar Patel Public School, website ([www.davspps.org](http://www.davspps.org))
- No Quotation will be accepted after 05:00 pm dated 05.07.2024.
- Quotation should be placed sealed envelopes and both sealed in bigger envelope super-scribing **“Quotation for Housekeeping Services”**.
- The Principal, DAV Sardar Patel Public School will have full authority to reject any /all offers without assigning any reasons. Any enquiry after submission of the Quotation will not be entertained.
- Before submitting the Quotation, the tenderers must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their Quotation.
- The Agency submitting the Quotation would be presumed to have consider and accepted all the terms & conditions of this Quotation. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of Quotation.

### C. SCOPE OF WORK

i) The Agency shall be responsible for the Housekeeping Services/ Security in the Institute laid down in the Quotation document and the agency shall work under the overall supervision and direction of the Principal.

ii) The manpower (Male + Female) to be deployed for housekeeping/Security shall be as under:

<b>Requirement for one Block</b>	<b>Category</b>	<b>No. of Person Required</b>
Aaya/ Maid (Female)	Un Skilled	4
Peon (Male)	Un Skilled	2
Sweeper (3-Male/3-Female)	Un Skilled	6
Gardener (Male)	Semi Skilled	2
Lab Attd. (Male)	Skilled	1
General Security (Male)	Skilled	7
Guard with Gun	Skilled	2
<b>Total</b>		<b>24</b>

The manpower specified above is the bare minimum to cover the areas and scope of work as attached.

### D. PERIOD OF TENDERED WORK

The tender will be availed for a period of one year from the day selected agency starts providing the housekeeping/Security services in DAV Sardar Patel Public School.

### E. PAYMENT OF BILLS

- Bill payment will be made by school within 25 days from the date of submission of the bill in respect of undisputed bills. The Agency while preparing the bill for payment will have to certify that the wages (as per Minimum Wages Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN No & GST No should be quoted on the body of the bill. Proof of payment made for Salary, PF &ESI etc. for the staff deployed in the School be endorsed with the bill.
- Whenever any over payment comes to the notice of School the same shall be deducted by School from any sum due or which at any time thereafter may become due to the agency under this tender/ agreement/ contract, and failing that under any other tender/ contract/ agreement with School or from the performance security deposit of the tenderer.
- School reserves the right to carry out post payment audit and or technical examination of the final bill including all supporting vouchers, abstract etc. School further reserves the right to enforce recovery of any overpayment whenever detected.

- If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the DPSI from the agency by any or all the methods prescribed above or through a court of law as the situation warrants.
- If any underpayment is discovered, the amount shall be duly paid to the agency by the Institute as and when pointed out and found justified.

**F. NOTICE BY THE SCHOOL**

- Subject to as otherwise provided in this tender, all notices to be given on behalf of the Institute and all other actions to be taken on its behalf may be given or taken by the Principal.

**G. No Liability of the School**

- School shall not provide any residential accommodation to the Housekeeping/sanitation personnel employed by the agency. No cooking or lodging shall be allowed in the Institute for the staff engaged by the contracting agency.
- School will be under no obligation to provide employment to any of the employees of the housekeeping agency during or after expiry of tender/agreement/contract period and the school recognizes no employer-employee relationship between School and the housekeeping/sanitation employees deployed by the contracting agency.
- School shall not be responsible financially or otherwise for any injury to the personnel in the course of performing the duties as per this tender. This liability shall solely be of the tendered.

**H. TERMINATION OF TENDER**

- If the agency at any time makes default in executing duties with due diligence and care and continues to do so, and /or the security/housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it or fails to complete the work as per the terms and conditions and does not complete them within period specified in the notice given to him in writing the school may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contracting agency, shall cancel the contract/agreement after one month notice and security deposit will also be liable to be forfeited by the Institute. Institute on such cancellation, shall have powers to carry out/execute the work through agencies by means at the risk and cost of the contracting agency.
- School reserves the right to terminate the contract, without assigning any reason by giving to the tenderer one-month notice of its intention to do so and on the expiry of the said period of notice, the contract/agreement shall come to an end.
- If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be forfeited by the Institute.
- In case the agency wants to terminate the tender/contract/agreement; it shall have to give three months' notice in advance to this effect to the Institute.

## I. ARBITRATION

- In the event of any dispute arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/agreement/contract or otherwise, the matter shall be referred to the arbitrator appointed by the Institute. School shall have jurisdiction in connection with any dispute/litigation arising between the parties concerned to the given Contract/Agreement.

•The contractor will have to deposit a sum of Rs. 50,000/- (interest free) as a security deposit for compliance of the terms and conditions.

## J. REJECTION OF TENDER

- The entire columns and rows in the tender format (including tender form) should be filled up. Tender incomplete by any manner is liable to be rejected without assigning any reason. No implementation is permissible.
- The Principal, reserves the right to reject any or all tender(s),without assigning any reason thereof.

### Check List: -

- Duly completed tender form.
- Terms and conditions of the Tender duly signed on each page.
- GST Clearance Certificate.
- Income Tax Clearance Certificate
- PAN Card of Firm/Company (attach copy of PAN Card)
- Provident Fund Account No. of firm/Company (attach attested copy of certificate)
- ESI No. of Firm/Company (Attach attested copy of certificate)
- Details of work executed by the tenderer in its letterhead.

The above documents shall be placed in a single large envelope and it should be sealed and super-scribed, as" Financial Bid for Security/Housekeeping services at DAVSPPS,Prayagraj.

Signature of the Tenderer  
With Seal of the firm/Company

**Quotation Proforma**  
**(to be on letter head)**

Name of the Agency/Service Provider \_\_\_\_\_

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

Contact No. \_\_\_\_\_ E-mail \_\_\_\_\_

Valid License No. \_\_\_\_\_ Agency Regd. No. \_\_\_\_\_

(Please enclose copy of License)

PAN \_\_\_\_\_

GST Regd. No. \_\_\_\_\_

PF Regd. No. \_\_\_\_\_

ESI Regd. No. \_\_\_\_\_

EDLI Code No. \_\_\_\_\_

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

**Past Experience**

Name of Institution/ Organisation	No. Years	Reason of Leaving

Sl. No.	Payment Particulars	Skilled	Semi-Skilled	Un-Skilled
1	Wages per month			
2.	Provident Fund @ _____%			
3.	ESI@ _____ %			
<b>4.</b>	<b>Sub Total</b>			
5.	Service Charges@ _____ %			
<b>6.</b>	<b>Grand Total</b>			

Signature of the authorized signatory

With Seal

**NB.** Payment of bill of particular month will be released on production of copy acquaintance roll signed by the staff concerned & concerned & countersigned by the Accountant of the school, bank statement in support of credit of salary to respective account of the staff members, duly deposit slip towards EOf with ESI Payment for the preceding month along with bill . In case of less supply of staff on any day, wages will be deducted accordingly.