



N.N.Srivastava
Principal Cum-ARO

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Ref.No.DAVPS(KN)/Tender/2025-26/ 1015

18/03/2026

NOTICE INVITING QUOTATIONS

Sealed quotations from reputed Manpower security service provider for 06 number of swafaikarmi, 05 number of Security guard and 01 number of trained Driver with valid heavy vehicle licence in **DAV Public School Koyla nagar** for the session 2026-27 are invited by the undersigned on behalf of '**SCHOOL**' from reputed Authorize/ reputed service providers with at least 3 year of experience in same field as per details / specification.

Quotation in sealed cover shall be submitted to the undersigned office on or before **24/03/2026** by 2 :00 PM.

• **Payment Terms:** As per agreement (Monthly bill to bill basisi).

Terms & conditions :

- 1 **For manpower Security services** requires a structured approach covering legal compliancem aopration standards, and financial responsibility. Key condition tuypically demand that the agency posses valid licenses(PSARA 2005).
- 2 **Registration & Licenses :** Must have a valid license under the Private Security Agencies(Regulation) Act, 2005 (PSARA)
- 3 **Statutory Registrations :** Valid Labour License, EPF registration, ESI registration, GST registration and Pan Card are mandatory – (Please Attached Copy)
- 4 **Experience :** Usually requires at least 3-7 years of experience in providing security services to government, PSUs, or reputed private organizations.
- 5 **Financial Soundness :** Minimum annual turnover criteria(often required for teh last 3 years) and solvency certificate
- 6 **Age Profile :** Secirity personnel should generally be between 18 to 40 years with at least 10th pass and sawafikarmi should be between 18 to 50 years with at lease 8th pass. For Dirver and electricrion a valid licence is required with minimum 5 years of experience.
- 7 **Physical fitness :** Personnel must be medically fit and mentally alert. Fitness certificates may be required.
- 8 **Training & Experience :** Guards mus hold training certificates.
- 9 **Verification :** Police verification of all personnel is mandatory
- 10 **Uniforms & Equipments :** the agency must provide uniforms, torches, whistles and raincoats , gumboot etc to their employee.
- 11 **24/7 service :** The agency must provide round the clock security, including night patrolling
- 12 **The Replacement of Personnel :** The agency must provide immediate replacements for absent guards to ensure 100% attendance, avoiding double duty.
- 13 **Secuity control :** The agency must maintain a checklist,duty registers, and report daily to the employer.
- 14 **Scope of Service :** Safeguarding , access control for visitors/ vehicles, preventing unauthorized entry,and firefighting

S/D-

(N.N.Srivastava)
Principal Cum-ARO

Striving for the cause of Education in Jharkhand, West Bengal, U.P. & M.P.

DAV College Managing Committee, Chitragupta Road, New Delhi – 110055
Phone : (011) 23515951 , Fax : (011) 23632520 , 23540558

ON COMPANY LETTER HEAD

ANNEXURE-1

(IT IS MANDATORY FOR ALL BIDDERS ; THEY SHOULD FILL ALL 'FIELDS "CLEARLY" IN THIS FORM)

FOR HIRING OF MANPOWER SECURITY SERVICE AGENCY FOR THE SESSION 2026-27

1	Name of company /Firm/Agency and its Registration no.	:	
2	Name of Proprietor /director of the company /firm/ agency registration must be enclosed	:	
3	Full Address of Reg. Office(A copy of company/firm registration must be enclosed	:	
4	Telephone no / Mobile number	:	
5	E- mail – ID	:	
6	Details of Banker/ Bank with full address	:	
7	Bank A/C Num. (Proof attaché)	:	
8	PAN/GSTIN Registration Number of firm (Enclosed a copy of the same)	:	

Place:

Date:-

(Signature of Authorized Person)

Full Name:

(Seal)