

DAV IPS SECTOR 2C, BOKARO STEEL CITY, BOKARO
NEAR GURUDWARA ROAD, SECTOR 2C, BOKARO
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TENDER NOTICE

Date: 5/5/2025

Sealed tenders are invited from reputed and experienced agencies/companies for providing manpower services at DAV IPS SECTOR 2C, BOKARO, including:

- Security Guards
- Housekeeping Staff
- Sweepers
- Peons

The scope of work includes, but is not limited to, daily school cleaning and maintenance, movement of books, benches, almirahs, assisting in general school operations, and maintaining security during odd hours or school events. Additional duties may be assigned as required.

Terms and Conditions:

1. Eligibility:

Only reputed firms/companies registered under appropriate government authorities with valid licenses, PAN, GST, and ESI registration are eligible to apply.

2. Manpower Requirements:

The agency must provide trained, disciplined, and experienced personnel.

3. Duty Hours:

- Security guards: 24x7 (in shifts as per requirement)
- Housekeeping/Sweeper/Peon: From 7:00 AM to 4:00 PM (Monday to Saturday)
- Extra time must be rendered if required by the school for special occasions/events.

4. Absenteeism & Replacement:

- Any absentee staff must be replaced immediately.
- The agency must inform the school through proper written/email communication in case of emergency changes.

5. Responsibility:

The staff must support all types of school activities including:

- Carrying books, furniture, almirahs, and other school material
- Monitoring premises during non-instructional hours
- General office assistance and any other assigned duties

6. Wages & Benefits:

- The agency must pay staff as per prevailing government minimum wages.
- ESI and other statutory charges should be clearly mentioned in the quotation.
- Any extra service charges must be declared in advance.
- No hidden charges will be entertained.

7. Contract Period:

Initially for 1 year, extendable based on satisfactory performance.

8. Termination Clause:

The contract can be terminated by either party with one month's notice.

Submission Details:

Tender documents along with all necessary credentials and financial quotes must be submitted in a sealed envelope marked "Tender for Manpower Services" to the school office by 9/5/2025 within 4 p.m.

Tenders will be opened on 13/5/2025 at 12:30 p.m. in the presence of the tender committee and available representatives.

DAV IPS SECTOR 2C, BOKARO reserves the right to accept or reject any or all tenders without assigning any reason.

Mousumi Mallik

Teacher I/C

DAV IPS SECTOR 2C, BOKARO