

D.A.V. CENTENARY PUBLIC SCHOOL
SECTOR -12, HUDA, PANIPAT 132103 (HARYANA)

invites quotations for the Annual Contract of:

- Tuck Shop • Uniform • Shoes • School Canteen
- Security & Man power services • Transport
- Photostat Machine • Mobile School App

in the prescribed performa available at Reception Counter from 9.00 am to 2.00 p.m. (and online at www.davhudapnp.com)

Apply before 6th Dec. 2021.

MANAGER

PRINCIPAL

To

Sr. No. –

The Principal
DAV Centenary Public School
Sector-12, HUDA, Panipat.

Date :-

Respected Madam,

Sub:- Application for the Contract of Security & Man Power Service of the School .

I have come to know through school that you require contractor for **Security & Man Power Services** of the school from **01.04.2022 to 31.03.2023**. I want to provide my services to your reputed school on the following rates of with the terms & conditions as mentioned as under:-

The terms and conditions for Security & Man Power Services are as under :-

1. The Contractor shall operate and provide security personnel to the School at its site on 7 days a week from **7.00 a.m. to 7.00 p.m. & 7.00 p.m. to 7.00 a.m.**
2. The Contractor shall provide the well-trained, Qualified and experienced personnel and such numbers for different services like Peon, Aaya, Sweeper, Driver, Mali etc. may be required by the School.
3. The contractor shall provide the uniform with ID Card to his employees as the pattern will be settled by the School Authority.
4. The contractor shall provide the services on all days during the period contract as per the requirement of the School.
5. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
6. The contractor shall be personally available at the School on all working days during office working hours and would even otherwise be readily available as and when required to solve or attend any matter, dispute or complaint if any arising out of the services being rendered by the Contractor under this agreement.
7. All employees employed by the Contractor for rendering services hereunder shall be the employees of the Contractor only, and the Contractor shall be solely liable and responsible for timely payment of all dues to such employees, including without limitation, salaries, wages, and other dues. All person engaged in providing services under this agreement, shall be under direct control and supervision of Contractor. They shall not deemed to be the employees of the School and shall have no relationship of an employer and an employee or master-servant with School. Hence they would not be entitled to any benefit monetary of otherwise which may be admissible to the employees of the School.

Contd....2.....

8. Contractor shall promptly pay all undisputed claims, dues and wages to all its employees providing services under this agreement and payment of other statutory provision such as P.F, E.S.I, etc. and he will be liable for any communication, redressal, wages, and salaries of the employees of contractor.
9. No personnel of the Contractor shall leave the premises where they have deployed without the permission of the School Authority.
10. Contractor shall immediately apply and obtain as requires under The Contract Labour (R&A) Act, 1970 and shall comply with all terms and conditions thereof strictly and shall get the license renewed from time to time throughout the currency of this agreement. The Contractor shall also obtain all registration(s)/ permission (s), etc. Which are/may be required under any labor or other statutes for providing the services under this agreement
11. The Contractor shall maintain all registers required under various enactments, which may be inspected by the School as well as appropriate authority.
12. The Contractor shall provide to the School with copies of all documents, receipts, challans, returns, etc. confirming the compliance of statutory benefits necessarily be made available to the employees of the Contractor deployed at the premises of the School, such as records Pertaining to the payment of earned wages P.F, E.S.I, Gratuity, etc.
13. The School will pay the amount of **as per Govt. minimum wages**. However the **T.D.S. (As applicable)** shall be deducted upon each payment becoming due. The above said amount shall be **paid 20th day of each English calendar** month of one year.
14. The agreement can be cancelled by giving 24 hours' notice without giving any cause / reason at the sole discretion of the School and the decision of the School shall be final in this respect.

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

I..... S/D/O Sh.....hereby declare that I read & understand above said all the **Terms & Conditions & Quoted the rate for Contract of Security & Men Power Services** on % (In Words.....) as **Service charges** and Rs.....(In Words.....) as **Refundable Security** to your reputed School for your kind consideration. Kindly give me a chance to provide my services to your school.

Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

To

Sr. No. -

The Principal
DAV Centenary Public School
Sector-12, HUDA, Panipat.

Date :-

Respected Madam,

Sub:- Application for the Contract of Transport Services to the Students of the School .

I have come to know through School that you require Contractor for Transport Services for the students of the School from **01.04.2022 to 31.03.2023 (Except -June-2022)**. I want to provide my Services to your reputed school on the following rates with the terms & conditions as mentioned as under:-

S. No.	Type of Vehicle	Regn. No. of Vehicle	Make & Model	Seating Capacity	Route of Vehicle	Running K.M. of Vehicle	Amount Quoted for Running of Vehicle	Amount of Security of Vehicle
1	Bus				Sector-06, 07, Sector-13-17, Barsat Road, Noorwala, Tehsil Camp, Salar Ganj Gate etc	70-80 k.m. per day		
2	Bus				Seema Theater, Shiva Ji Stadium, Jattal Road, 8 Marla Chowk, Suger Mill, Gohana Mod etc.	70-80 k.m. per day		
3	Bus				Village-Israna, Didwadi, Siwah, Nangal Kheri, N.F.L. etc.	70-80 k.m. per day		
4	Tempo Traveler / Van / Matador				Kachchaa Phatak, Kishanpura, Khanna Road etc.	70-80 k.m. per day		
5	Tempo Traveler / Van / Matador				Dharam Kanta, Govt. School, Village Rishaallu etc.	70-80 k.m. per day		
6	Tempo Traveler / Van / Matador				Village Sanauli route.	40-50 k.m. per day		

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

The terms and conditions for Transport facility for Students of the School are as under :-

1. The contractor shall provide such number of buses drivers, conductors, supervisors, cleaner and other personnel ("**Transport Personnel**") for **pick up and drop off** of the students and on duty employees of the school.
2. The transporter fee stipulated in annexure "**A**" may be revised after every **12 months** subject to the compliance by transport personnel with the provision and requirements of this agreement including safety and time-based performance.
3. The transport fee shall be paid to the contractor for **11(Eleven) months** in each academic year, as per the structure shown in **Annexure A.** for **1 (One) month** during the **summer vacation** of the school
4. The contractor shall ensure that the school **hired** buses used in provision of transport services, do not play at a speed in excess of the prescribed **speed limit of 40 kmph** within city limits and **60kmph** on the highway.
5. The contractor shall also ensure that a **Service Log Book** would be maintained for all the school hired buses , and would be made available to pay **DAV Centenary Public School, Sector-12, HUDA, Panipat**, on Demand.
6. The contractor shall not assign or otherwise sub-contract this agreement are any part thereof to any third party without the specific approval of pay **DAV Centenary Public School, Sector-12, HUDA, Panipat**,.
7. The contractor shall observe and comply all labour and industrial legislation and rule and regulations the employees or workmen including the minimum wages act, motor vehicle act, workman's compensation act, contract labour (regulation & abolition) act, employees state insurance act, employees provident fund act etc and **submit the monthly receipts of P.F., ESIC & Labour fund with attendance to school authority with monthly bill.**
8. The contractor shall ensure that all the hired buses are insured in time. The contractor would also get the comprehensive insurance for the passengers (i.e students and employees of the school) travelling in the bus and adequate proof of the said insurance policies.
9. The Drivers should obey the rules of Transport authority and maintain all safety measures like Cameras, Reflector strips as per settled by R.T.A., Uniform of Driver & Conductor with name plate, route plate of vehicle, mobile no. of the contractor, speed controller, first aid box, GPS system, fire executioner extra as required.
10. The rates of contract are inclusive increase / decrease of oil charges, toll tax, passenger tax or any other tax as impose by Transport authority / Govt. at any time. And daily visit to play field of the school at Risallu village (Distance appox. 2 K.M.)

Contd.....2.....

11. The registration of buses should be in the name of contractor only not in the name of School.
12. The contractor is an independent contractor and is personnel and solely for his actions and those of the transport personnel. No employer-employee relationship shall be deemed to be created or construed between the contractor's transporter personnel & **DAV Centenary Public School, Sector-12, HUDA, Panipat**, and / or School. The contractor shall be solely and personally responsible / liable for salary, wages, bonuses, gratuity and all other benefits as also taxes of transport personnel, and pay **DAV Centenary Public School, Sector-12, HUDA, Panipat**, shall not be liable for any such matter in any way what so ever and **submit the monthly receipts of P.F., ESIC & Labour fund with attendance to school authority with monthly bill.**
13. The contractor agrees and undertakes to ensure that the transport personnel used by the contractor for provision of transport services are adequately trained, in neat, clean and formal uniform, have valid identity cards during duty hours and maintain school. They have a valid commercial driving license with a minimum of **5 (Five) years of Commercial Vehicle driving experience.**
14. The School Authority will deduct **TDS (As applicable)** on payment made to the Contractor of his monthly bill.

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

I..... S/D/O Sh..... hereby declare that I read & understand above said all the **Terms & Conditions & Quoted the rate for Contract of Transport Services for the students of the School** to your reputed School for your kind consideration. Kindly give me a chance to provide my services to your school.

Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

To

Sr. No. –

The Principal
DAV Centenary Public School
Sector-12, HUDA, Panipat

Date:-

Respected Madam,

Sub:- Application for the Contract of Tuck Shop / Book Shop of the School .

I have come to know through school that you require contractor for Tuck Shop /Book Shop of the school from 01.01.2022 to 31.12.2022. (Except June-22) I want to provide my services to your reputed school on the following rates of Book Shop with the terms & conditions as mentioned as under:-

The terms and conditions for running a Book/Tuck-Shop on contract basis are as under :-

1. The School shall provide furnished **Book/Tuck-Shop** building with **Water and Electricity** points.
2. The Contractor will incur **the actual cost of electricity** as per the units consumed shown in the monthly meter reading. (Sub-meter)
3. The Book-Shop will be kept open as per instructions issued by the School from time to time.
4. The Contractor shall not appoint any sub-contractor to carry out the contractual obligation of the **Book/Tuck-Shop**.
5. The Contractor shall sale the books only as prescribed by the School Authorities i.e. DAV CAE, CBSE, NCERT etc.
6. The contractor will be responsible to make the arrangement of collection of the books from DAV CMC, NCERT, CBSE or other places as required.
7. The Contractor will make the payment of text books of DAV CAE to School in advance before taking the delivery of books
8. The Contractor will provide the **rate list** to School Authority of **Books & Stationary** which will be sold in Book Shop
9. The School reserves the right to inspect the rate, quality and quantity of book & stationery sold at the Book/Tuck-Shop.
10. The Contractor shall make available for inspection by the School's representative any quality or quantity of **Book/Tuck-Shop**.
11. The Contractor shall at its own expenses make good any loss or damage suffered by the school as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at the school.

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

I..... S/D/O Sh.....hereby declare that I
read & understand above said all the **Terms & Conditions & Quoted the rate for Book Shop Contract** of
Rs.....(In Words.....)
as license fee and Rs..... (In Words.....) **as**
Refundable Security to your reputed School for your kind consideration. Kindly give me a chance to
provide my services to your school.

Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

To

Sr. No.-

The Principal
DAV Centenary Public School
Sector-12, HUDA, Panipat

Date :-

Respected Madam,

Sub:- Application for the Contract of Eatable Canteen of the School .

I have come to know through school that you require contractor for Canteen for eatable items of the school from **01.01.2022 to 31.12.2022 (Except June)**. I want to provide my services to your reputed school on the following rates of eatable items with the terms & conditions as mentioned as under:-

SR.	NAME OF ITEMS	RATES OF ITEMS
1	SAMOSA	
2	BREAD PAKORA	
3	IDLI SABHAR	
4	PATTIES	
5	HOT DOG	
6	SANDWICH	
7	COLD DRINK	
8	BURGER	
9	CHANA KULCHA	
10	TEA	
11	COFFEE	
12	SNACKS PACKED	
13	PASTRY CUP	
14	PASTRY	
15	RAJMA RICE	
16	CHOLE RICE	
17	KADI RICE	
18	CHILLY PATATO	
19	VEG. CHOWMIN	
20	PASTA	
21	GREEN TEA	
22		
23		
24		
25		

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

Terms & Conditions:-

1. The School will provide a space measuring **10 x 20'** along with the infrastructure.
2. The School provide facilities for proper water supply in the canteen for the purpose of running the Canteen smoothly.
3. The Contractor will incur **the actual cost of Electricity** as per the units consumed shown in the monthly meter reading. (Sub-meter).
4. The Contractor undertakes to provide food articles prepared in a highly hygienic manner containing good Quality and Nutritious value of the food.
5. The School authority will check the following aspects through its Committee members of the functioning of the Canteen: -
 - a) The quality of the Raw-material to be used by the Contractor containing hygienic & Nutritious values of the food to be supplied to the students and staff of the school.
 - b) The list of the articles to be placed in the canteen for sale.
 - c) The Price list of the different commodities to be prepared, served and supplied in the canteen.
 - d) List of the articles to be placed in the canteen for sale.
 - e) Time schedule for students to be entertained by the Second Party in the Canteen.
 - f) Complaints of the students, Staff and Parents, if any, against the behavior and service manners of the Contractor.
 - g) Manner of dealing of the salesman of the Second Party with the students, parents and staff of the school.
6. The School authority will inspect the environment of the Canteen and the raw material being used by the Contract at any time.
7. The **full amount of Contract should be paid in advance** in the shape of (P.D.C.) A/C payee post dated Cheque to school Authority before starting the canteen.

I..... S/D/O Sh.....hereby declare that I have read & understand above said all the **Terms & Conditions & Quoted the rate for Canteen for Eatable Contract** of Rs.....)
(In Words.....) as license fee and Rs..... (In Words.....) as **Refundable Security** to your reputed School for your kind consideration. Kindly give me a chance to provide my services to your school.

Thanking you,

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

To

Sr. No. -

The Principal
DAV Centenary Public School
Sector-12, HUDA, Panipat.

Date :-

Respected Madam,

Sub:- **Application for the Contract of Photostat Machine Service of the School .**

I have come to know through school that you require contractor for Photostat Machine of the school from **01.04.2022 to 31.03.2023**. I want to provide my services to your reputed school on the following rates with the terms & conditions as mentioned as under:-

The terms and conditions for Photostat Machine Service are as under :-

1. The School will provide **Electricity Connection** to the Contractor.
2. The School will provide **Photostat paper & Operator** of the machine by its own resources.
3. The Contractor will give the training to School staff to operate the Photostat Machine.
4. The Contractor will provide **all the repair work** of machine like ink, cartridge any type of damage and any type of extra facility which is required for school purpose.
5. The Photostat machine should be connected with computers with networking to take the print on A-4, Legal or A-3 paper sheet directly
6. The contractor should mention the make, model & Capacity of the Photostat machine.
7. The monthly bill will be calculated on the basis of reading of the Photostat Machine.
8. The School Authority will deduct **TDS (As applicable)** on payment made to the Contractor of his monthly bill.

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

I..... S/D/O Sh.....hereby declare that I read & understand above said all the **Terms & Conditions & Quoted the rate for Contract of Photostat Machine** of Rs.....(In Words.....) to your reputed School for your kind consideration. Kindly give me a chance to provide my services to your school.

Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

To

Sr. No.-

The Principal
DAV Centenary Public School
Sector-12, HUDA, Panipat

Date :-

Sub:- Application for School Shoes Contract of the School.

Respected Madam,

I have come to know through School that School require the **Vendor for School Shoes of the School's Students for the session 2022-2023**. I want to provide my Services to your reputed School on the following **Terms & Conditions** as per DAV College Managing Committee **Conditions** as mentioned below:-

Terms & Conditions :-

1. School Student's **School Shoes for Boys & Girls** will be provided Strictly as per DAV College Managing Committee, New Delhi guidelines.
2. Quality of Materials (**School Shoes Boys & Girls Size With laces or without laces**) as per DAV College Managing Committee, New Delhi guidelines.
3. Quality of Material should be **Branded** as per DAV College Managing Committee, New Delhi guidelines.
4. **Rates of the School Shoes for Boys & Girls** would be **Comparatively lesser** than other Vendors available in the open Market for the **Parents / Students**.
5. **Parents / Students** are free to purchase the **School Shoes for Boys & Girls** from **Open Market**. The only motive of **School's Recommendations** is to provide **Quality Materials** on **Minimum Possible Price**.

I.....S/D/O Sh.....hereby declare
That I have read and understand above said all the **Terms & Conditions** & Quoted the **Amount as Donation Rs.....(In Words Rs.....)** for the
Session 2022-2023 as **Vendor for School Shoes for Boys & Girls** in your reputed School for your kind
Consideration. Kindly give me the Chance to provide my services to your School.

Thanking you,

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)

To

Sr. No. -

The Principal
DAV Centenary Public School
Sector-12, HUDA, Panipat

Date :-

Sub:- Application for Uniform Contract of the School.

Respected Madam,

I have come to know through School that School require the **Vendor for Uniform of the School's Students for the session 2022-2023**. I want to provide my Services to your reputed School on the following **Terms & Conditions** as per DAV College Managing Committee **Conditions** as mentioned below:-

Terms & Conditions :-

1. School Student's **Uniform for Boys & Girls** will be provided Strictly as per DAV College Managing Committee, New Delhi guidelines.
2. Quality of Materials (**Cloth, Stitching, Logo Etc. for Summer & Winter**) as per DAV College Managing Committee, New Delhi guidelines.
3. Quality of Material should be **Branded** as per DAV College Managing Committee, New Delhi guidelines.
4. **Rates** of the **Uniform** would be **Comparatively lesser** than other **Vendors** available in the open Market for the **Parents / Students**.
5. **Parents / Students** are free to purchase the **Uniform** from **Open Market**. The only motive of **School's Recommendations** is to provide **Quality Materials** on **Minimum Possible Price**.

I.....S/D/O Sh.....hereby declare
That I have read and understand above said all the **Terms & Conditions** & Quoted the **Amount as Donation** Rs.....(In Words Rs.....) for the
Session 2022-2023 as **Vendor for School Uniform for Boys & Girls** in your reputed School for your kind
Consideration. Kindly give me the Chance to provide my services to your School.

Thanking you,

(Name, Address & Telephone No. of the Applicant)

(Signature with Date & Seal)