

# DAV Mahatma Anand Swami Public School, Silli



At-Bansaruli, Goala Road, Chhota Muri DIST –RANCHI, JHARKHAND-835101  
CBSE Affiliated upto 10+2, Affiliation No.- 3430766, School Code- 67097

Contact No.6202162155, 8210369639

Email- davsilli@yahoo.in, Website: www.davsilli.org

(Co-Educational English Medium School)

DAV CMC SCHOOL CODE-JH-080

Ref. No.-DAV/SILLI/2024-25/ Tender 3

Date: 15/03/2025

## Tender Notice for Manpower Supply for Category D Staff

DAV Mahatma Anand Swami Public School, Silli, invites sealed quotations from eligible contractors or service providers for the supply of manpower for Category D daily works. The school requires a total of 13 personnel, which includes both men and women, for various routine tasks at the school.

### 1. Scope of Work:

The tenderer will be required to supply **personnel** (men and women) to perform **Category D**

Sl. No	Nature of job	Category
1	Security Guard	Semi skilled
2	Sweepers	Un skilled
3	Gardener	Un Skilled
4	Receptionist	Semi Skilled
5	Driver	Semi Skilled

The contractor will be responsible for managing the following:

- Ensuring that all staff provided are **diligent, reliable, and capable** of performing their assigned tasks efficiently.
- Ensuring all staff members are properly **trained** for the duties they will be assigned to, particularly those related to cleaning and maintenance.
- Ensuring compliance with all **labor laws, including but not limited to wages, insurance, and working hours.**
- The personnel should be able to work efficiently and maintain the school premises in a clean, safe, and presentable manner at all times.

### 2. Eligibility Criteria:

The interested tenderer must meet the following criteria:

- Be a registered firm/company with valid registration under the relevant labor laws.
- Have experience of at least 05 years in supplying manpower for similar works.
- Have the capability to provide workers who are physically fit and capable of performing the tasks assigned.
- The tenderer must be compliant with the **minimum wages** standards as per government regulations for workers in the relevant category.
- The contractor must ensure proper documentation (such as **identity proof, address proof, police verification, and medical certificates**) for each worker.
- The tenderer must ensure **compliance with all statutory regulations** regarding labor welfare, health, safety, and insurance coverage.

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### 3. Tender Submission Requirements:

The interested bidders should submit the following documents along with their tender:

- **Company Profile**, including details of prior experience in providing similar manpower services.
- **Price Quotation**, specifying the per-person cost, including all taxes, insurance, and service charges for providing each worker.
- **Wage Structure and Other Benefits** to be provided to the manpower.
- **Details of the Workers** to be supplied, including their qualifications and job roles.
- **Compliance Certificates** regarding labor law adherence and other statutory regulations.
- **References** from other institutions or organizations where similar services have been provided.

### 4. General Terms and Conditions:

1. **Tender Submission Deadline:** All tenders must be submitted no later than **28/03/2025**
2. **Validity of Tender:** The tender should remain valid for a minimum period of **3 weeks** from the date of submission.
3. **Bid Opening:** Bids will be opened on **31/03/2025** at the office of DAV Mahatma Anand Swami Public School, Silli.
4. **Payment Terms:**
  - The payment for the service will be made on a monthly/quarterly basis, subject to satisfactory services.
  - The bidder should provide a clear breakdown of the monthly charges for each manpower.
5. **Worker Attendance and Work Reporting:** The contractor must ensure that all workers provide their attendance records regularly, and work progress will be monitored by school staff.
6. **Liability for Non-Performance:** If the contractor fails to supply the required manpower or if the performance of the personnel is found unsatisfactory, the school reserves the right to terminate the contract without notice.
7. **Contract Duration:** The initial contract period will be for the session 2025-26 (from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026), with the possibility of extension based on performance.
8. **Insurance and Welfare:** The contractor must provide **insurance coverage** for the workers and ensure their **health and safety** while on duty at the school.
9. **Termination of Contract:** The school reserves the right to terminate the contract if the contractor fails to meet the terms and conditions specified in the agreement.
10. **Force Majeure:** Neither party shall be liable for failure or delay in performance due to events beyond its control, such as natural disasters, war, or other unforeseeable events.

### 5. Tender Submission Instructions:

- Tenders must be submitted in a sealed envelope clearly marked with "Tender for Manpower Supply for Category D".
- Late submissions will not be considered.

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## 6. Right to Reject:

DAV Mahatma Anand Swami Public School, Silli reserves the right to accept or reject any tender without assigning any reason.

## 7. Details of Submission:

**To**  
**The Headmistress**  
**DAV Mahatma Anand Swami Public School, Silli**  
**Address- Bansaruli, Gola Road, P.S+P.O- Muri, Ranchi-835101,**  
**Jharkhand.**  
**Contact- 8210369639, Email- davsilli@yahoo.in**

We look forward to receiving your bids!

*B. Sharan*  
*15/03/2025*

(B. Sharan)

Headmistress  
HEADMISTRESS

DAV M.A.S. Public School

Silli, Ranchi