

TENDER NOTICE
For Appointment of Non-Teaching & Grade-IV Staffs Through Outsourcing Agency

DAV Public School, Purabsarai, Munger

Date – 06/04/2026

Sealed tenders are invited from reputed and registered agencies for the appointment of **Non-Teaching & Grade-IV Staffs** in the school on an outsourcing basis.

1. Scope of Work

The selected agency will be responsible for providing the following staffs:

- Receptionist
- Peon / Daftari
- Sweeper
- Gardener
- Watchman / Security Guard
- Driver
- Khalasi
- Aaya
- Computer Teacher
- Smart Class Facilitator
- Nurse
- Lab Attendant
- Library Attendant

2. Eligibility Criteria

The agency must:

- Be registered under relevant government authorities.
- Have valid **GST Registration** and **PAN**.
- Have experience of at least **2–3 years** in providing manpower services to schools/organizations.
- Submit proof of previous work orders/experience.
- Comply with labour laws, including EPF, ESI, and minimum wages.

3. Terms & Conditions

- The agency shall ensure timely payment of wages to the staff as per DAV CMC, New Delhi norms.
- The school will not be responsible for any legal or financial liability related to the employees.
- The agency must ensure discipline, punctuality, and proper conduct of staff.
- Replacement of staff must be done immediately in case of absence or unsatisfactory performance.
- The contract will initially be for **one year**, extendable based on performance.

4. Tender Submission Details

- Last Date for Submission: 15/04/2026
- Time: 05:00 P.M.
- Mode: Sealed envelope to be submitted at the school office.

“Tender for appointment of Non-Teaching & Grade-IV Staffs”

5. Documents to be Attached

- Copy of Registration Certificate
- GST & PAN Details
- Experience Certificates
- Financial Bid (in prescribed format)
- Any other relevant documents

6. Opening of Tender – Notified through mobile phone.

The school reserves the right to accept or reject any or all tenders without assigning any reason.

DAV Public School,

Purabsarai, Munger