

PROFORMA FOR INVITING QUOTATIONS FOR DEPLOYMENT OF MANPOWER

The Principal
Suraj Bhan D.A.V. Public School
Vasant Vihar
New Delhi – 110 057.

Sub. : Quotation for deployment of Security Guards, Housekeeping staff, Caretaker and Drivers etc.

Madam,

Kindly refer to your advertisement appeared in 'The Hindustan Times' dt. _____, I/ We hereby submit the quotation for providing Manpower in the School on contract basis as per details given below:-

1. Name of the Agency : _____
2. Name of the Proprietor / Partner : _____
3. Address of the Agency : _____
4. Office Tele No. : _____ Mob. No. : _____
5. E-mail: _____
6. Year of Establishment : _____
7. Details of previous / current Clients: _____
(Please give details of contracts executed previously in a separate sheet, along with documentary proof).
8. PAN Card No. _____ PF No. : _____ ESIC No.: _____
9. Earnest Money Deposit (Rs.1,000/--): DD No. _____ dated _____ drawn on _____ in favour of 'Suraj Bhan DAV Public School U/o DAVCTMS'.

S. No.	Particulars	Security Guards (12 Hrs duty)	Housekeeping, Gardner, Peon, Aya (8 Hrs Duty)	Driver (8 Hrs Duty)	Caretaker (8 Hrs Duty)
		(Rs.)	(Rs.)	(Rs.)	(Rs.)
1.	Basic as per Minimum Wages				
2.	EPF				
3.	ESIC				
4.	Relieving Charges				
5.	Sub Total				
6.	Overtime for 4 Hrs				
7.	Uniform Allowance				
8.	Others (if any)				
9.	Total				
10.	Service Charges				
11.	Total				
12.	Total Round Off				
13.	No. of Manpower	6	8	1	1
14.	Total Expenditure				

Others(if any): Please specify:

Dated : _____

Signature with rubber stamp