



# DAV Centenary Public School

Reckong Peo, District Kinnaur, Himachal Pradesh-172107

Directly Managed by DAV College Managing Committee, New Delhi

Affiliated to CBSE New Delhi, Affiliation No. 630075 Visit us at: [www.davreckongpeo.org](http://www.davreckongpeo.org)

Ref. No. DAV/CPS/RP/2026

Date: 20.04.2026

## Detailed Notice Inviting Tender

S.N.	Particular	Detail
01	a) School Bus Hire Services b) Selling of DAV Publication Books c) Outsourcing Agency (Support Staff)	Annexure-I Annexure-II Annexure-III
02	Cost of tender form	Rs 500/- (Rupees Five Hundred Only)
03	Date and time of tender form	21.04.2026 to 27.04.2026 Between (10:00am-5:00pm)
04	Last date for submission	27.04.2026 before 5:00pm

### Notes:

- I. The date of opening of tenders may be extended and the same will be intimated.
- II. No vender/agency shall be allowed to withdraw his tender after its opening.
- III. Rates both in figures and words should be quoted on the prescribed proforma and these should not be over written.
- IV. Tenders quoted on other than tender document of this office will not be accepted.
- V. All the columns of the tender form should be properly filled in.
- VI. Tenders which are not in the prescribed form/incomplete /or vary any of the conditions listed in the tender documents will be rejected out rightly.
- VII. The vender/agency should submit all the bid documents stamped & signed.

Principal  
DAVCPS Reckong Peo  
Distt. Kinnaur HP



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## Terms and conditions of tender

1. Tender cost of Rs 500/- (Rupees Five Hundred Only) is to be submitted.
2. Declaration, typed on company/firm letter head, stamped and signed by authorized signatory (Annexure-I) must be submitted.
3. Copy of PAN card (PAN No) must be submitted.
4. The vendors/agencies are advised to study the tender document carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
5. Only sealed tenders should be submitted and other would not be accepted.
6. The tender documents are non- transferable.
7. Subletting the assigned work is strictly prohibited. Incomplete and conditional tender will not be accepted.
8. All the pages of the tender submitted must be stamped and signed by the authorized signatory.
9. The sales tax shall be deducted @ 1% or 2% whichever is approved by the Govt.as per sales tax act.
10. The school management reserves the right to cancel any or all the bids without giving any reason whatsoever.

I/we certify that all terms and conditions shall be abided by me/us.

Name of signatory \_\_\_\_\_

Signature \_\_\_\_\_

Phone No \_\_\_\_\_

Email Id \_\_\_\_\_

**TENDER APPLICATION FORM  
SCHOOL BUS HIRE SERVICE**

School Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tender Ref. No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

**APPLICATION FORM**

To,  
 The Principal  
 DAVCPS Reckong Peo  
 Distt. Kinnaur HP

**Subject: Application for School Bus Hire Service Tender.**

Respected Sir,

I/We hereby submit our application for providing School Bus Hire Services as per tender notice.

**APPLICANT DETAILS**

Name of Vender: \_\_\_\_\_  
 Owner/Authorized Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 GST No.: \_\_\_\_\_  
 Registration No.: \_\_\_\_\_

**VEHICLE DETAILS**

Type of Bus	No. of Vehicles	Seating Capacity	Model Year	Insurance Valid
Mini Bus	_____	_____	_____	Yes / No
Standard Bus	_____	_____	_____	Yes / No
Large Bus	_____	_____	_____	Yes / No

**Total Monthly Quoted Amount ₹** \_\_\_\_\_  
 (Include fuel / maintenance / driver / GST if applicable: Yes / No)

**CONDITIONS / ELIGIBILITY**

Agency must have minimum 3 years' experience in transport services.  
 All buses must be validly registered, insured and fitness certified.  
 Drivers must have valid commercial driving license + experience minimum 3 years.  
 GPS tracking (if required by school) must be installed.  
 Full responsibility of maintenance, fuel (as per contract) lies with agency/school as agreed.

**◆ DECLARATION**

I hereby declare that all information provided is true and I accept all tender conditions.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Stamp: \_\_\_\_\_

**TENDER APPLICATION FORM  
SELLING OF DAV PUBLICATION BOOKS**

**School Name:** \_\_\_\_\_

**Tender Ref. No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPLICATION FORM**

To,  
The Principal  
DAV Centenary Public School  
Reckong Peo Distt. Kinnaur HP

**Subject: Application for DAV Publication Books Supply/Selling Tender**

Respected Sir,

I/We hereby apply for authorization for selling and distribution of DAV Publication Books in your institution.

**APPLICANT DETAILS**

- Name of Firm: \_\_\_\_\_
- Authorized Person: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact No.: \_\_\_\_\_
- Email: \_\_\_\_\_
- GST No.: \_\_\_\_\_
- Book Distribution License: Yes / No

**BUSINESS CAPACITY**

- Storage Facility Available: Yes / No
- Previous Experience in Book Supply: \_\_\_\_\_ years
- Tie-up with DAV Publication: Yes / No

**CONDITIONS / ELIGIBILITY**

1. Only authorized distributor of DAV Publication allowed.
2. Books must be supplied at **fixed/approved rates only**.
3. No overcharging from students/parents allowed.
4. Proper bill/invoice must be issued for each sale.
5. Unsold/defective books return policy as per agreement.
6. Timely supply before academic session start.
7. Agency must maintain stock register and audit records.

**DECLARATION**

I accept all terms and confirm compliance with DAV publication policies.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

**TENDER APPLICATION FORM**  
**OUTSOURCING AGENCY – SUPPORT STAFF**

School Name: \_\_\_\_\_  
 Tender Ref. No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

**APPLICATION FORM**

**To,**  
 The Principal  
 DAV Centenary Public School  
 Reckong Peo, Distt. Kinnaur HP  
**Subject: Application for Outsourcing Support Staff Tender.**

Respected Sir,  
 I/We hereby apply for providing outsourced manpower services (security, housekeeping, drivers, helpers etc.) for your institution.

**APPLICANT DETAILS**

Agency Name: \_\_\_\_\_  
 Authorized Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 GST No.: \_\_\_\_\_  
 Labour License No.: \_\_\_\_\_

 **STAFF DETAILS**

Category	Wages
Security Guards	_____
Housekeeping Staff	_____
Drivers	_____
Helpers	_____

**CONDITIONS / ELIGIBILITY**

Agency must be registered under Labour Department / GST.  
 Minimum experience of 3–5 years in manpower supply.  
 EPF/ESI compliance mandatory for all staff.  
 Police verification of all employees required.  
 Replacement of staff within 24–48 hours if required.  
 Salary payment to staff must be as per government minimum wages.  
 Agency will be responsible for discipline and conduct of staff.  
 No child labour allowed under any condition.

**DECLARATION**

I hereby agree to all terms and confirm compliance with labour laws.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Stamp: \_\_\_\_\_