



# SCS DAV PUBLIC SCHOOL

Haveli Kharagpur, Distt-Munger

## TENDER NOTICE

DATE: 02/07/26

Sealed Tender is being invited from reputed outsourcing agencies to engage unskilled, semi-skilled and skilled workers at SCS DAV Public School, Haveli Kharagpur, Bihar. Agencies having all authentic and valid certificates/ documents may apply to this office: SCS DAV Public School, Haveli Kharagpur, Distt.- Munger - Bihar-811213 on or before 18/07/2026 by 2:00PM

For further details may visit website <https://www.scsdavhkp.com>

*Schanda*  
**Dr. Subhash Chandra**  
PRINCIPAL  
SCS DAV PUBLIC SCHOOLS,  
HAVELI KHARAGPUR

**(ANIL KUMAR)**  
MANAGER

SCS DAV PUBLIC SCHOOL, HAVELI KHARAGPUR

**Manager**  
SCS DAV Public School  
Haveli Kharagpur

*Please go ahead as per the memo.*



*Schanda*  
**Assistant Regional Officer**  
DAV Public Schools, Bihar Zone-C  
Begusarai 851117

**ESTD 1886**

*Forwarded to ARO  
Bihar zone-C for file  
Approved  
29/06/2026*



# SCS DAV PUBLIC SCHOOL

## Haveli Kharagpur

DATE: 02/07/2026

**The following essential documents are required to submit of the Tender:**

- a. Agency services must have these following certificates.
- PSARA Certificate.
  - Registration Certificate of EPFO.
  - Registration Certificate of ESIC.
  - Agency has valid PAN or TAN No.
  - GST Registration Certificate with last 3 month filing copy.
  - Labour Certificate.
  - Credential Certificate.
- b. Besides these certificate agencies has to obey these points.
- Agency has to provide health & accidental policy of their engaged each Employee.
  - Agency has to be provided police verification report of their employees to the concern school head before their deployment.
  - Agency should give training to their staff periodically and also appoint supervisor for surprise check the activities of their deployed employees and has to submit the checking report to this school very next day.
  - Agency must ensure that outsourcing staff should be trained and disciplined with well behavior & honestly
  - Agencies avoid engagement of staff in school who attends the age of 60 years.
  - Agencies should provide Dress & I- Card to their deployed staff without additional charges or deduction from their salary.
  - Selection of Empanelment of agency will be solely in discretion of RO/ARO's of DAV Public Schools, Bihar. *Forwarded to ARO Bihar zone for file. approval. Anil Kumar*

*Subhash*

**Dr. Subhash Chandra**

PRINCIPAL *Headmaster*  
SCS DAV PUBLIC SCHOOL, Haveli Kharagpur  
HAVELI KHARAGPUR, Haveli Kharagpur

**(ANIL KUMAR)**

MANAGER  
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SCS DAV Public School  
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**Assistant Regional Officer**

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