

10.11.2025

**CALLING FOR QUOTATION**

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**Subject:- Calling for Quotations for Cleaning of Lawns & Playfields Services.**

**Dear M/s,**

Sealed quotations are invited for Cleaning of Lawns & Playfield Services. The Application Form, Terms & Conditions, detailed list of Equipment and Consumables for Cleaning of Lawns Services and Amount Quoted are attached as “Annexure A”, “Annexure B”, Annexure “C” & Annexure “D” respectively.

The quotation completed in all aspects must reach **Principal, Delhi Public School Mathura Road, New Delhi-110003** through speed/Regd. Post latest by 24.11.2025. Please do mention ‘**Quotation for Cleaning of Lawns & Playfield Services**’ on top of the envelope.

Thanks & Regards,

Vice Principal

Encls: As above

**APPLICATION FORM (CLEANING OF LAWNS/ PLAYFIELDS SERVICES)**

**The Principal  
Delhi Public School  
Mathura Road, New Delhi-110003.**

Dear Sir,

I/We hereby apply for provision of Cleaning of Lawns Services in your school from **01.12.2025 to 30.11.2026**. I/We have gone through the terms and conditions and agree to the same. The details are as under: -

1. Name of Applicant : \_\_\_\_\_
2. Full Address : \_\_\_\_\_
3. Telephone Number : \_\_\_\_\_
4. Constitution (whether individual/ Firm/Company/ Co-operative Society) : \_\_\_\_\_
5. Date of Establishment : \_\_\_\_\_
- a) Regn. No. Under GST : \_\_\_\_\_
- b) PAN No : \_\_\_\_\_
- c) PF Code : \_\_\_\_\_
- d) ESI Code : \_\_\_\_\_
- e) GST No. : \_\_\_\_\_
6. Past Experience (Please attach separate sheet)
  - a) Total Experience : \_\_\_\_\_
  - b) Experience in other School : \_\_\_\_\_
  - c) Experience in other DPS School: \_\_\_\_\_
7. Rates Offered per annum (In figures) : Rs. \_\_\_\_\_  
(In words) : Rs. \_\_\_\_\_
8. Application Form Fee : Banker's Cheque to be issued for Rs. 1,000/-, In favour of Delhi Public School, Mathura Road, New Delhi.

**(Details must also be given separately)**

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

Signature of Applicant with Stamp

*(Please attach additional information/brochure/Price-list, if necessary)  
(Please attach valid certificates/ documents for SR. No.6)*

**CALLING OF QUOTATIONS FOR CLEANING OF LAWNS**

1. Sealed quotations are invited by the **Principal, Delhi Public School, Mathura Road, New Delhi-110003** for General Cleaning of Lawns and Play Fields in the school campus for a period of one year from **01<sup>st</sup> December, 2025 to 30<sup>th</sup> November 2026**. The application form duly completed should be submitted in a sealed envelope to **The Principal, Delhi Public School Mathura Road, New Delhi-110003** by 20<sup>th</sup> November, 2025.
2. The quotation should be accompanied with application fees of Rs. 1000/- (Rupees One Thousand Only) in the form of Demand Draft / Pay Order favoring "**Principal, DPS Mathura Road, New Delhi**" The said fee is non-refundable. The quotation without accompanying the Demand Draft/ Pay order shall be summarily rejected.
3. The contractor will also keep interest free security of Rs. 1,00,000/- on award of work. The said security will be refunded on expiry / termination of contractor.
4. The services shall include & cover provision of **one supervisor, 04 skilled gardeners & 05 semi-skilled gardeners**. The Contractor/Service Provider shall also be responsible to deploy adequate number of gardeners for carrying out the work.
5. The contractor shall ensure to deploy only physically fit gardeners. He will ensure that none of the gardener/staff is infected or suffering from any contagious disease. The contractor will provide certificate of fitness in respect of gardeners deployed in the school premises.
6. The gardeners will strictly adhere to the timings prescribed by School from time to time. They will always be properly uniformed while performing their duties.
7. Lawn mower shall be arranged by the School. All other tools, equipment, fertilizers, weed killers, composts, perishable and non-perishables and other consumables shall be provided by the contractor (*Annexure "A" attached*). **The cost of diesel/petrol, however, shall be borne by School.**
8. The contractor shall ensure maintenance of the tools and equipment. He will also ensure to keep the equipment and tools at the safe place in order to safeguard students and staff. The contractor will maintain highest standard of safety precautions in respect of staff and students.
9. The contractor shall be responsible for conduct, behavior and discipline to be maintained at the work place in respect of the workmen engaged by them in the School premises. In case of any misconduct, the contractor will take suitable action against such defaulting workmen, keeping the School informed about the action being taken.
10. The contractor will be responsible for obtaining all necessary permissions, license and other legally required documents. He will also be responsible for carrying out necessary statutory compliances in respect of staff deployed in the school premises. He will be responsible for all matters pertaining to PF, ESI, Income Tax, GST, Bonus , Insurance, and Labour Laws etc.
11. Payment of monthly bill will be made on receipt of bill completed in all aspects i.e. necessary attendance & PF details by 10<sup>th</sup> of each month. The contractor will also submit registers of workers employed, wages register, muster rolls, separate ECRs for PF & ESI, payment challans, attendance sheet along with the monthly bill. Any other statutory details as asked by the School from time to time shall also be provided by the Contractor. The contractor will also comply to the guidelines notified by appropriate authorities from time to time.
12. No personnel shall be below 18 years of age. All the personnel shall be medically fit. The contractor will get the police verification done of all the persons that are employed by him in the school premises and submit proofs of the same to the Principal every 6 months. Copy of ID proof, photograph and Police verification report shall be submitted to the School.

13. The contractor will be fully responsible for any mishappening /accident occurs with its staff engaged in the School during the currency of the agreement. School will not be liable to pay any kind of compensation for any kind.
14. Contractor will arrange required verification and stand fully responsible for its staff/workers antecedents.
15. During the currency of contract, deductions on account of TDS or any other taxes will be made as per rules as applicable from time to time.
16. The contractor will make alternate arrangements for deployment of staff in case of absenteeism of any gardener. In case the alternate arrangements are not made, proportionate deductions shall be made from the bill by the School. School also reserves the right to make deductions in case of any severe lapse on part of the Contractor.
17. The School will have the right to ask the Contractor to withdraw/replace any of the staff of the Contractor if the conduct/working of such staff members is not found to be desirable by the School authorities or for any reason whatsoever.
18. No escalation or increase in rates for any reasons (except minimum wages) shall be allowed during currency of the contract.
19. The necessary insurance of the manpower deployed shall also be the responsibility of the Contractor.
20. The contractor shall comply to the guidelines of POSH Act.
21. The contract by either party by giving 3 months written notice. In case 3 months written notice is not served, either party shall be liable for monthly charges equivalent to 3 months. However, in case of non-compliances, violations or any other severe lapses the School reserves the right to terminate the contract without paying 3 months fee and serving any notice.
22. The School reserves the right to entertain or not to entertain any quotation.
23. The contract/ applicant shall sign & stamp all the pages/ Annexures.
24. The Contractor / Service Provider may visit the School on any working day between 9:00am to 2:00pm before quoting the rates.

**Vice Principal**

**List of Equipments and Consumables for Cleaning of Lawns\***

<b>Sr. No.</b>	<b>Category</b>	<b>Name of the Item</b>	<b>Size/Qty (Approx.)</b>
1	Garden Tools	Motorised Honda Edge Cutter	1
2	Garden Tools	Mali Broom	10
3	Garden Tools	Wheel Barrow Trolley	2
4	Garden Tools	Falcon Hand Rake	2
5	Garden Tools	Fawda with Handle	6
6	Garden Tools	Gainti with Handle	2
7	Garden Tools	Khurpies	16
8	Garden Tools	Falcon Hedge Shear	6
9	Garden Tools	Falcon Flower Cutter	6
10	Garden Tools	Falcon Saw	2
11	Garden Tools	Water Can	4
12	Garden Tools	Talwar Patli	2
13	Garden Tools	Spray Pump	2
14	Garden Tools	Tasla and Tokri	4
15	Garden Tools	Grass Edge Cutter	8
16	Garden Tools	Cocopeat bricks	6
17	Garden Tools	Bush Cutter	1
18	Consumables	Perlite Mix	1 Bag
19	Consumables	Rootex Hormone Powder	6 Boxes
20	Consumables	All Mix Wicide	4 Bottles
21	Consumables	Sunrice- Herbicide (for grass)	as per requirement
22	Consumables/Supply Area 20000 sq. metres	Okhla Sludge Lawn, Trees, Shrub, Flower Pots	10 trucks
23	Consumables/Supply Area 20000 sq. metres	Cow Dung Manure For Tress, Shrubs & Flower pots (Summer & Winter Pots)	10 trucks
24	Consumables/Supply Area 20000 sq. metres	Fertilizers - i) Urea (3 applications: Nov, Jan & March) 7.5 gm/sq.mtr. × 20000 sq.mtrs × 3 times	450 kg
25	Consumables/Supply Area 20000 sq. metres	Fertilizers - ii) DAP (3 applications: Nov, Jan & March) 4.15 gm/sq.mtr. × 20000 sq.mtrs × 3 times	250 kg
26	Consumables/Supply Area 20000 sq. metres	Fertilizers - iii) Bone meal (3 applications: Nov, Jan & March) 4.15 gm/sq.mtr. × 20000 sq.mtrs × 3 times	250 kg
27	Consumables/Supply Area 20000 sq. metres	Fertilizers - iv) Neem Khali (3 applications: Nov, Jan & March) 4.15 gm/sq.mtr. × 20000 sq.mtrs × 3 times	250 kg
28	Maintenance	Earthen Pots with Plants (Both Summer & Winter)	2000
29	Maintenance	Trees, Plants, Herbs & Shrubs	2500

- **Any other equipment/ consumables required shall be arranged by the service provider/ contractor.**

**Service Provider / Contractor**

**Vice Principal**

**AMOUNT QUOTATED**

<b>Sr. No.</b>	<b>Category</b>	<b>Supervisor/ Skilled</b>	<b>Semi-Skilled</b>
1.	Minimum Wages		
2.	PF		
3.	ESI		
4.	Services Charges		
5.	Total (A)		
6.	Tools/ Consumables (B)		
7.	Grand Total (A+B)		

**Service Provider/ Contractor  
(with stamp)**