KENDRIYA VIDYALAYA, WASHIM 444505

Appendix I

TERMS AND CONDITIONS FOR CLEANING/SWEEPING/SANITIZATIONS JOBS ETC. FOR KENDRIYA VIDYALAYA

1. Name of the K.V : K. V. WASHIM

2. Address/Location of the Building : DIET BUILDING, LAKHALA, RISOD ROAD

3. Area of the Building including open space: ABOUT 5 ACRE

4. No. of days during the month: for which the Services are required — All days except Sunday and Gazetted holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping etc. on holiday(s) whenever required will be payable.

SCOPE OF WORK

A. **Daily Work** (from 7 A.M to 12.30 P.M and 1.30 P.M to 4.30 P.M or as may be decided by the Vidyalaya).

(1) School campus should be cleaned daily and a daily record of areas cleaned may be maintained. Sweeping of entire area of the school building and surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.

(2) Thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, potable area, washrooms, laboratories, libraries, etc. on school campus and ensure air flow in indoor space.

(3) Frequent cleaning and sanitization of commonly touched surfaces like doorknobs and latches etc., inside and outside the classrooms may be carried out.

(4) Sanitization may be done before school and after the students leave classroom and school premises

(5) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of the Kendriya Vidyalaya and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.

(6) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.

(7) Cleaning of carpets, Durries etc.

(8) In case of shortage of water or non-availability of water, bringing water from outside for cleaning.

(9) Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya. All garbage should be disposed in dustbins and must not be allowed to pile up anywhere else in the school premises. All dustbins must be cleaned and covered properly.

(10) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filling cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school everyday before opening of the school.

प्राचार्य / Principal
केन्द्रीय विद्यालय, वाशिम
Kendriya Vidyalaya, Washim

PANDEY SECURITY SERVICES
Sushil Kumar
Proprietor

(11)Provision of soap and liquid soap in the toilets and placing sufficient quantity of naptholine balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.

(12)The choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.

(13)All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

(14)**They should always wear rubber boots, gloves (heavy duty) and/or disposable protective gloves, and a layered mask, while cleaning a toilet supplied by the Contractor/Firm.**

B. Items of Work to be Done Generally Once in a Week

(1) Washing and scrubbing of floor areas with detergents and dirt removing agent.

(2) Acid cleaning of sanitary wades, without damaging their shines.

(3) Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.

(4) Cleaning of filled surfaces in the corridors and staircases.

(5) Cleaning of water storage tanks and water coolers, if any.

(6) Polishing of brass name plates and number plates and cleaning of all other name plates/Boards.

(7) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.

(8) Removal of cobwebs in all rooms and other spaces of the school.

C. Requirements from the Staff of the Agency: their Duties: Behaviour etc.

(1) The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19(The directions issued by Ministry of Home Affairs and Ministry of Health and Family Welfare, Government of India, & Local Administration from time to time). These measures need to be followed by all contractor's workers in Vidyalaya at all times.

(2) The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.

(3) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.

(4) The contractor's workers shall be polite, courteous, well behaved and honest.

(5) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.

(6) The antecedents of all the workers will be got verified from police by the agency before deployment for work.

(7) The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.

(8) The K.V shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the K.V is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.

(9) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the State Govt. and will include such other benefits as may be available to its employees under the elevant Acts and

प्राचार्य /Principal.
केन्द्रीय विद्यालय, वाशिम
Kendriya Vidyalaya, Washim

PANDEY SECURITY SERVICES
Sunil Kumar
Proprietor

Regulations applicable in the State. The K.V shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.

(10)Insurance and accident risks of the workers will be the responsibility of the Contractor.

(11)All the workers of the Contractor shall be fee from infectious diseases.

(12)The contractor will ensure that proper licence/permission from the concerned authorities, wherever applicable, are obtained promptly.

(13)The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the K.V in writing.

(14)The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the K.V. sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.

(15)The K.V reserves the right to order any worker of the contractor to leave the premises of the K.V if his presence at any time is felt undesirable.

D. **General Conditions:**

(1) **Agreement**: For one year extendable for one year with the consent of both parties and outstanding performance of the work done during last year by the Contractor.

(2) **Terms of Payment**: The Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya "that the work has been done satisfactorily". In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.

(3) **Room Facility**: The K.V shall provide a small room/space for the supervisor and storage of material etc. to the contractor free of cost during the period of contract. No name plate of the contractor shall be allowed on the room and nobody will be allowed to stay in it after school hours.

E. **Notice of Termination of Contract**

(1) The contract can be terminated without assigning any reasons by giving two months notice in writing by either side.

F. **Stock and Supplies**

The contractor shall maintain sufficient stocks of various items such as rubber boots, gloves (heavy duty), disposable protective gloves, layered mask, towels, dusters, soaps, phenyl, detergent, odonil, neptholine balls etc. so as to meet normal requirement. The contractor shall not be permitted to stop supplying any items for any reason.

G. **Supervision**

The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of the K.V so authorized as and when he is required to do so by the Kendriya Vidyalaya.

H. **Rates**

Rates must be fixed on per week basis for the whole unit (covered area, open area, surroundings, stairs, lobbies, corridors, toilets etc.) and for all items of work including cost of material. At times when work is taken for a period less than a week because of closure of the school etc. rates would be calculated for a day and payment made accordingly.

प्राचार्य /Principal
केन्द्रीय विद्यालय, वाशिम
Kendriya Vidyalaya, Washim

PANDEY SECURITY SERVICES
Sushil Kumar
Proprietor

I. Arbitration

In case of any dispute between the contractor and the Kendriya Vidyalaya arising cut of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the K.V and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act, 1940.

J. Jurisdiction

The courts at the station will have jurisdiction over all legal disputes under this agreement.

Date: **01/02/2021**

Place: **Washim**

प्राचार्य /Principal
केन्द्रीय विद्यालय, वाशिम
Kendriya Vidyalaya, Washim

PANDEY SECURITY SERVICES

Sushil Kumar

Proprietor