



केन्द्रीय विद्यालय बोलारम, सिकंदराबाद
अलेन्बी लाईन्स, जे. जे. नगर पोस्ट, जिला रंगा रेड्डी, सिकंदराबाद-
KENDRIYA VIDYALAYA BOLARUM, SECUNDERABAD
Allenby lines, J.J. Nagar Post, Secunderabad- 500087 (T.S)

Web Site: www.kvbolarum.org

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Dated: 10.10.2019

QUOTATION FOR HOUSE KEEPING, GARDENING AND SECURITY SERVICES

Quotations for House Keeping, Gardening and Security Services are invited by 12:30 p.m. on 25.10.2019.

- 1) Rates (**Central Government minimum wages and Govt. of Telangana State minimum wages**) should be quoted separately in the proforma only. Rates quoted on any other means / manner will not be entertained.
- 2) All the columns in the proforma are required to be filled. No column should be left blank. Otherwise, the quotation will be rejected summarily without any correspondence.
- 3) **ESI, (4.75%) EPF (12%)** should be quoted as per the Ministry of Labour and Employment / Central Government norms.
- 4) Material worth Rs. 5000/- (Rupees Five Thousand Only) per month is to be supplied.
- 5) For Terms & conditions please visit our website <https://bolarum.kvs.ac.in>
- 6) EMD of Rs. 5000/- (Rupees Five Thousand Only) is to be deposited / enclosed with the application by means of **Demand Draft** only in favor of **KV Bolarum VVN account**.
- 7) Income tax will be deducted as per norms.
- 8) The successful bidder will have to furnish **security deposit** an amount equal to one month wages. (i.e. 10% of the total value of the agreement)
- 9) If the agency/firm quotes **Nil** service charges the bid shall be treated as unresponsive and will not be considered.

Note: The last date for submission of quotations is 25.10.2019 and the quotations will be Opened on 25.10.2019 at 2: 00 PM.

PRINCIPAL

ANNEXURE – I

**TERMS AND CONDITIONS FOR CLEANING / SWEEPING / JOBS ETC:
FOR KENDRIYA VIDYALAYA**

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| 1. Name of the K.V. | : Bolarum |
| 2. Address / Location of
The Building | Allembly Lines, J.J. Nagar post
Secunderabad – 500 087. |
| 3. Area of the Building
Including open space | : 10 acres |
| 4. No. of days during the Month
For which the Service 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: 30 A.M. to 11.30 A.M and 12.30 P.M. to 4.30 P.M or as may be decided by the Vidyalaya).
- (1) 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) 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.
 - (3) 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.
 - (4) Cleaning of carpets, Durries etc.
 - (5) In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
 - (6) Sweeping and cleaning of open areas, roads, passage, lawns etc, within the boundary of the Kendriya Vidyalaya.
 - (7) Regular dusting / cleaning of furniture (tables and chairs) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows in class-room, all other rooms and other spaces of the school every day before opening of the school.

- (8) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene 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.
- (9) The removal of drainage blockades, sewage line cleaning, cleaning of terrace by removing dust, by removing weeds and cleaning of overhead water tanks, cleaning rain water pipes etc.,
- (10) The choking of the sanitary installations eg., Traps, Bottle traps, gully traps etc, is to be Clear within 24 hours noticing the complaint.
- (11) Fish aquariums available in the Vidyalaya to be cleaned regularly and water to be changed.
- (12) All complaints of leakage in the GI & CI pipes etc, are also to be attended within 24 hours.

B. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK

- (1) Washing and scrubbing of floor areas with detergents and dirt removing agents.
- (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 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 Contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- (2) The Contractor's staff shall not disturb the employees of the Vidyalaya or make any sort of noise in the school premises.
- (3) The Contractor's workers shall be polite, courteous, well behaved and honest.
- (4) The Contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (5) The antecedents of all the workers will be got verified from police by the agency before deployment for work.
- (6) The Contractor's workers shall not enter into any unlawful activity within the Vidyalaya premises and shall have a good moral character.
- (7) The Kendriya Vidyalaya shall have the right to impose cash penalty on the Contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
- (8) The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the State Government and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
- (9) Insurance and accident risks of the workers will be the responsibility of the Contractor.
- (10) All the workers of the Contractor shall be free from infectious diseases.
- (11) The Contractor will ensure that proper licence / permission from the concerned authorities, wherever applicable, are obtained promptly.
- (12) 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 Kendriya Vidyalaya in writing.
- (13) The Contractor shall employ sufficient number of workers to ensure that the work is done

in time to the satisfaction of the Kendriya Vidyalaya authority. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.

- (14) The Kendriya Vidyalaya reserve the right to order any worker of the Contractor to leave the premises of the Vidyalaya if his presence at any time is felt undesirable.

GARDENER:-

- 1) The Gardener should have the agricultural knowledge and should have the minimum knowledge on gardening.
- 2) Cutting of trees, saplings plantation, Maintenance of Garden, breeding flower plants, grass cutting, removal of garbage, watering and menuring the plants, spray pesticides to the plants.
- 3) The age of the Gardener should be in the age between 25-45 years.

SECURITY SERVICES:

- 1 . Round the clock security is required for the school building and staff quarters.

D GENERAL CONDITIONS:

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|----------------------|--|
| (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 “cleaning committee” of the Vidyalaya “that the work has been done satisfactorily. In case the work is found unsatisfactory 50% Payment will be with held and it will be released only when the work found as of quality and to The satisfaction of the Kendriya Vidyalaya cleaning Committee |
| (3) ROOM FACILITY | The Kendriya Vidyalaya 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.

D. NOTICE OF TERMINATION OF CONTACT

- (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 stock of various items such as towels, dusters, soaps, phenyl, detergent, Odonil, naphthalene balls etc., so as to meet normal requirement. The Contractor shall not be permitted to stop supply in 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 Kendriya Vidyalaya 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, toilers 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.

I. ARBITRATION:

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya 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.

KENDRIYA VIDYALAYA BOLARUM, SECUNDERABAD –87
CONTRACT FOR HOUSE KEEPING (CLEANING) SERVICES 2013

INFORMATION FOR THE INTENDING CONTRACTORS

1. No. of class rooms to be cleaned (approximate) : 71 (approximately 4,500 Sq.m.)
& departments to be cleaned (approximate) and corridors
2. No. of toilets / bathrooms to be cleaned (approximate) : 16
3. No. of play grounds / open areas with brief description : Primary Assembly area, secondary & higher secondary Assembly area, primary children park , primary ground, Secondary ground, Front side and around the Vidyalaya campus, the area near the main gate and security gate and road from the main gate to Vidyalaya main entrance.
4. No. of cleaning staff (including the supervisor) : 06 (6 sweepers + 1 gardeners)
5. Cleaning material to be supplied by the agency : Per month to be clearly indicated along with the total annual Contract amount inclusive of cleaning materials, equipment etc, Phenyl, Latrine Acid, Bleaching powder, Room freshener, Naphthalene balls, Detergents, Floor surf, Cleaning Soln., Towels etc. Detailed list and the monthly quantity of the above Items to be provided by the firm
6. Equipment needed for the cleaning to be brought by the : Phenol , Acid, Brooms, Dusters, Cobweb Sticks, Vacuum Cleaner, hose pipes, Housekeeping agency. Mopper, grass cutter and other required equipment, **Worth Rs, 5000/-**
7. Space for storing the above : will be provided by the school.
8. Duty hours : 7.30AM to 11.30 AM & 12.30 PM to 4.30 PM
9. Terms and conditions for the contract : As provided by the K.V.S. (copy enclosed)
10. Payment terms : By account payee cheque by the 7th of the following month (in the firm's name only)
11. EMD : **EMD Rs.5000/- (refundable)** to be paid favoring Kendriya Vidyalaya Bolarum VVN account through bankers cheque / DD only. Cash/ Cheque will not be accepted. S.D. will be retained till the Contractor period is over in the case of the successful Contractor. The EMD in the case of the unsuccessful Contractors will be refunded after about a month
12. TDS : 2.00% TDS will be deducted from the amount payable to the agency every month.

- 13 Notice for the termination of contract, if required : One month on either side.
14. List of Govt / Private organization served by the housekeeping agency may be submitted for consideration and office records.
15. Contract period : 10 months (excluding the holidays and vacation period)
Contract may be renewed on satisfactory performance of the agency at the sole discretion of the school authorities.
- 16. Last Date for the submission of the Quotation** : **25-10-2019**
- 17. Quotations opening date and time** : **25-10-2019 at 2:00 PM**
18. Interested agencies may visit the school of working days :
Between 1.00 PM and 2.00 PM for studying the actual Requirement.
19. Approximate date from which the contract for cleaning to be awarded :
20. Total contract amount for 10 months @ Rs. per month (including cleaning materials, equipment etc as given Above, is to be quoted.
21. Approximate and area to be cleaned : 10 acres (approximately)
22. The under signed reserved the right to accept or reject any Quotation without assigning any reasons thereof. :
23. Minor repair works like plumbing (arresting leakage / overflow of water), carpentry, and simple electrical work like replacement of electrical bulbs, fuse wire, removal of drainage blockades etc. Will have to be attended by the cleaning agency itself.
24. Quotations duly filled in with signatures of the authorized representative of the firm with designation and office stamp etc, will only be accepted.
25. Quotations to be submitted in a sealed cover superscribed '**Quotations for Cleaning Services for K.V. Bolarum**' along with the DD & other necessary documents on or before the due date & time.

Note: Wages to the workers should be paid as per Govt. of Telangana and Govt. of India Labour Act. (whichever is higher) with material of standard quality.

NAME OF THE FIRM: _____

RATES FOR STATE GOVT OR CENTREAL GOVT.(Pl. tick)

Details	Unit	Daily wage(s) rate Of a labour as per minimum wages of Central Govt.	Monthly Remuneration for each labour. (26 days for (conservancy / gardening , 30 days for security)	Service charges / agency commission per labour per month	E.S.I (4.75%)	E.P.F (12%)	Service Tax / GST	Total Monthly Wages	Cost of Material per month Rs. 5000/-
1	2	3	4	5	6	7	8	9	10
Conservancy	Each								
Gardening (Unskilled)	Each								
Security	Each								

- 1) Rates should be quoted in the proforma only. Rates quoted on any other means / manner will not be entertained. Rates should be quoted as per minimum wages act.
- 2) Please quote the rates separately for Central Govt minimum wages and Govt. of Telangana
- 3) All the columns in the proforma are required to be filled. No column should be left blank. Incomplete quotations will be rejected.
- 4) Terms & conditions enclosed.

Note: Please enclose copies of Registration Certificate, EPF, ESI & Service Tax, labour licence etc., for office use.

Date: _____

Signature & seal WITH DATE