

## **Annexure - I**

### ***TERM AND CONDITION FOR HOUSEKEEPING/CONSERVENCY/ CLEANING/SWEEPING JOBS ETC. FOR KENDRIYA VIDYALAYA***

1. Name of the KV : JAWAHARNAGAR
2. Address/Location of the Building : VILL+P.O.- SUTIHARA, VIA- SURSAND,  
DISTT-  
SITAMARHI
3. Area of the Building : 12.5 Acres
4. No of days during the month for : All days except Sunday and Gazetted which  
the Service are required holiday, 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 AM. to 12.30 PM. And 1.30. PM. to 5.30 PM 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 the instructions of  
the Principal.
2. Cleaning of the floor area with a 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, brining 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 (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 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 choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
10. 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 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 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 Kendriya 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 KV 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 Govt. 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 license/permission from the concerned authorities, wherever applicable, are obtained promptly.
12. The contractor shall in no case transfer the service 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. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
14. The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya 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 Kendriya Vidyalaya shall provide a small room/space for the supervision 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 one month notice in writing by either side.

**F. Stock and Supplies :**

The contractor shall maintain sufficient stock of various items such as towels, dusters, soaps, phenyle, detergent, odonil, naphthalene 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 authorise 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 authorised 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.

**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(Sitamarhi, Bihar) will have jurisdiction over all legal disputes under this agreement.

## **Annexure - II**

### **TERM AND CONDITION FOR SECURITY SERVICES**

1. Name of the KV : JAWAHARNAGAR
2. Address/Location of the Building : VILL+P.O.- SUTIHARA, VIA-SURSAND  
DISTT- SITAMARHI, BIHAR
3. Area of the Building : 12.5 Acres
4. No. of days during the month : All the days including holiday and round the clock.

### **SCOPE OF WORK**

Providing round the clock security service

#### **Term and Condition to be Executed between the Agency and Kendriya Vidyalaya for providing Security Services.**

1. That the agency shall provide security arrangements for Kendriya Vidyalaya Building/ premises located at JAWAHANAGAR with effect from .....
2. That the agency would undertake to engage, employ and provide the requisite number of trained Security Guard for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situations where Security Guard are not available others can be engaged for the purpose by the Agency.
3. That the entire responsibility for taking security measures of the said building/ premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.

6. The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Distt. Solider Board or any other body of Security Guard, recognized for the purpose by the state Govt. as the case may be.
7. That the tenure of the service agreement shall be initially for a period of one year with effect from ..... and there after it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
8. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.
9. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya , Jawaharnagar as per the Indian Arbitration Act. The seat of the arbitration shall be at ..... and the proceedings shall be governed by the Indian arbitration Act. 1940.

**TERM AND CONDITION FOR PROVIDING SERVICES OF GARDENING IN  
THE VIDYALAYA**

1. Name of the KV : JAWAHARNAGAR
2. Address/Location of the Building : VILL+P.O.- SUTIHARA, VIA- SURSAND,  
DISTT- SITAMARHI, BIHAR
3. Area of the Building : 12.5 Acres
4. No. of days during the month: All days except Sunday and  
Gazetted which the Service are required holiday, unless otherwise  
required on written requisition. Additional charges for Gardening work  
etc. on holiday(s) whenever required will be payable.

**SCOPE OF WORK**

Maintenance and upkeep of gardens, play-fields and compound of the Vidyalaya

**Terms and Conditions for providing Services of Gardening in the vidyalaya**

1. That the agency shall provide Gardening arrangements for Kendriya Vidyalaya premises located at Jawahanagar with effect from .....
2. That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
3. That the entire responsibility for taking maintenance measures of the gardens, play-fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the tenure of the service provide complete continuous gardening measures throughout the year to the Vidyalaya.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with the person introduced by the Agency for a period of one year from the date of termination of the Contract.

6. That the tenure of the service agreement shall be initially for a period of one year with effect from ..... And thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
7. That the Vidyalaya on its part shall not be liable to pay any charges. Dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personal which shall be the responsibility of the Agency only who shall be the employee of such personnel.
8. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya , Jawahanagar as per the Indian Arbitration Act. The seat of the arbitration shall be at ..... And the proceedings shall be governed by the Indian Arbitration Act. 1940.



## **Annexure – IV**

### **TERM AND CONDITION FOR PROVIDING SERVICES OF Electrician IN THE VIDYALAYA**

1. Name of the KV : JAWAHARNAGAR
2. Address/Location of the Building : VILL+P.O.- SUTIHARA, VIA-  
SURSAND, DISTT- SITAMARHI, BIHAR
3. Area of the Building : 12.5 Acres
4. No. of days during the month: All days except Sunday and Gazetted which the Service are required holiday, unless otherwise required on written requisition. Additional charges for Electrical work etc. on holiday(s) whenever required will be payable.

### **SCOPE OF WORK**

Maintenance and upkeep of Vidyalaya & Hostel electrical work of the Vidyalaya

### **Terms and Conditions for providing Services of Electrician in the vidyalaya**

1. That the agency shall provide Electrician arrangements for Kendriya Vidyalaya premises located at Jawahanagar with effect from .....
2. That the agency would engage, employ and provide the requisite number of trained Electrician for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
3. That the entire responsibility for taking maintenance measures of the electric fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the tenure of the service provide complete continuous electrician measures throughout the year to the Vidyalaya.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with the person introduced by the Agency for a period of one year from the date of termination of the Contract.

6. That the tenure of the service agreement shall be initially for a period of one year with effect from ..... And thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
7. That the Vidyalaya on its part shall not be liable to pay any charges. Dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personal which shall be the responsibility of the Agency only who shall be the employee of such personnel.
8. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya , Jawahanagar as per the Indian Arbitration Act. The seat of the arbitration shall be at ..... And the proceedings shall be governed by the Indian Arbitration Act. 1940.