



KENDRIYA VIDYALAYA KOLIWADA

सेक्टर - १, सी.जी.एस. कोलोनी एंटोपहिल, मुम्बई-३७,
Sector 1, CGS Colony Antop Hill, Mumbai-37

दूरभाष: २४०१५५४९, २४०७५६०३ फैक्स: २४०१५९४९

ईमेल : koliwadakvk@gmail.com

वेबसाइट: <http://koliwada.kvs.ac.in>

स्कूलकोड: ३४००९ सीबीएसई संबद्धता ११००००९

School Code - 34009 CBSE Affiliation No - 1100005

यूडीआईएसई : २७२३०२०९२७६



फ. GeM/के.वि.कोलीवाड़ा/2023-24/

दिनांक : 10.01.2024

Scope of Work for Cleaning/Sweeping for Kendriya Vidyalaya Koliwada

1. Area of the School Building, Playground and whole campus: having approximately 65 rooms and 50 toilets, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor and 1-4th floor, in-campus pathways, drainage and outside roads surrounding school building and boundary wall. Parties are advised to visit and see the location and scope of work.
2. Address/Location of the: Kendriya Vidyalaya Koliwada, Sector 1 CGS Colony, Kane Nagar, Antop hill, Mumbai-37
3. The manpower (for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the proper cleanliness is maintained for the students.

Daily Work will have to be done in the following ways:-

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 requirements.
2. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of the Kendriya Vidyalaya Koliwada 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 thrice a day i.e. once in the morning, after lunch and then after school or as per requirements.
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 Koliwada.

7. Regular dusting/cleaning of furniture (table and chair) and equipment's, telephones, book cases, filling cabinets, almirahs and doors and windows in class-rooms, all over 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 naphtholine 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 installation 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.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK

(ON EVERY SECOND SATURDAYS AND OTHER HOLIDAYS EXCEPT SUNDAYS)

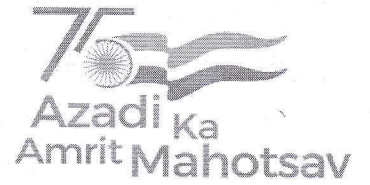
1. Washing and Scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary wares, without damaging their shines.
3. Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
4. Cleaning of filled surfaces in the corridors and staircases.
5. Cleaning of water storage tanks, water coolers,
6. Polishing of name plates and number plates with brasso (on each floor) 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. including removal of cobwebs.

प्राचार्य/Principal,
 के.वि.कोलीवाडा, सी.जी.एस.कॉलनी,
 अन्टोपहिल, मुंबई - ४०००३७.
 KV-Koliwada, Sect. 1, CGS Colony,
 Antophill, Mumbai - 400 037.



केन्द्रीय विद्यालय कोलीवाडा
KENDRIYA VIDYALAYA KOLIWADA

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Additional Terms and Conditions:

1. Office of the Service Provider must be located in the city of Consignee i.e. in Mumbai.
2. Service provider shall deploy the contracted staff only after police verification and submit their Police Verification Certificate to the School.
3. Service provider is required to pay wages of contracted staff deployed at buyer location initially through RTGs in their bank account and then claim payment from Buyer along with all statutory documents.
4. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed to the Kendriya Vidyalaya Koliwada, Mumbai office/premises as per the monthly remuneration quoted.
5. The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment for work.
6. The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract. During the duty period, the deployed staffs shall be strictly in the uniform.
7. The Contracting Agency shall provide to their personnel deployed for cleanliness with impressive summer uniform as well as winter uniform with insignia.
8. Kendriya Vidyalaya Koliwada, Mumbai being Educational institution is exempted from service Tax/GST.
9. Maximum limit for calculation of EPF is Rs. 15000/- & ESI is Rs 21000/-.
10. Valid Private Housekeeping License is required.
11. Service Provider having experience of working with Kendriya Vidyalaya will be preferred.

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