



THE SANSKRITI SCHOOL LUCKNOW
CBSE AFFILIATION NUMBER - 2133043

Tender Product and Service Specifications

Housekeeping

Vendors are required to quote their operational costs (all inclusive) in the tender form. The following terms and conditions must be adhered by the vendors prior to quoting their rates in Commercial Bids –

(a) Rate per worker to be quoted by the bidder, with other statutory requirement such as EPF, ESI calculated as per Government orders to arrive at the bid amount.

b) Quotes lower than the specified minimum wages by the Government orders will be rejected. The rates quoted will be binding on the Service Provider throughout the contract duration and hence must cater for any minimum wages revision(s) by Govt during the contract's currency.

(c) In case of a tie in the grand total of the commercial bid between bidders, draw of lots will be resorted for identification of bidder for award of contract.

(d) Materials Consumables to be procured by the service provider.

Sno	Category	Item_Name	Specification	Quantity
21	Housekeeping	Outsourced Staff	For outsourced maintenance and housekeeping services (manpower of either gender) for School Campus to experienced & established Outsourcing Agency (Service Provider) for a period of 12 months initially. The services required are maintenance/ cleaning of area/ drains and toilets, gardening, maintenance of school building (to include electrical , plumbing, painting and carpentry works).	3 Males and 3 Females (Quantity may be increased or decreased as per requirement)

A-SCOPE OF WORK

1. Daily work for 10 hours (from 6 A.M. to 4.00 P.M. and 8.00 A.M. to 6.00 P.M. or as may be decided by the THE SANSKRITI SCHOOL LUCKNOW.

2. Sweeping of entire area of the school building and surrounding of building and collection of all waste material and disposal of the same as instructed by Team Admin.

3. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of The Sanskriti School Lucknow and thereafter every 1 hour especially in the areas like corridors, stairs and receptions etc. Spray of flit, Baygon ,HIT etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.

4. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again after every usage and hourly and as may be specified by the Admin, Operations and Faculty Team



THE SANSKRITI SCHOOL LUCKNOW
CBSE AFFILIATION NUMBER - 2133043

5. Cleaning of carpets, Durries etc. Cleaning of overhead water tanks, cleaning of lunch, tea vessels etc
6. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
7. Sweeping and cleaning of open areas, passage, lawns etc. within the boundary of The Sanskriti School Lucknow.
8. Regular dusting/cleaning of furniture (table and chair) and equipment, 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. Vacuuming and floor disk mopping and polishing regularly
9. The choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. to be cleared within 24 hours of noticing the complaint.
10. All complaints of leakage in the GI & CI pipes etc are 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. Cleaning of sanitary wares, 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 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 fitting, and 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: Behaviors etc.

1. The Service Provider shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Service Provider's staff shall not disturb the employees of The Sanskriti School Lucknow or make any sort of noise in the school premises.
3. The Service Provider's workers shall be polite, courteous, well behaved and honest.
4. The Service Provider 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 government verified from police by the agency before deployment for work.



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CBSE AFFILIATION NUMBER - 2133043

6. The Service Provider's workers shall not enter into any unlawful activity within THE SANSKRITI SCHOOL LUCKNOW premises and shall have a good moral character.
7. The The Sanskriti School Lucknow shall have the right to impose cash penalty on the Service Provider or deduct such amounts from its security deposit in case the The Sanskriti School Lucknow is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Service Provider's workers.
8. The Service Provider 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 Sanskriti School Lucknow shall not entertain any such claim of the person employed by the Service Provider and shall not liable for it.
9. Insurance and accident risks of the workers will be the responsibility of the Service Provider.
10. All the workers of the Service Provider shall be free from infectious diseases.
11. The Service Provider will ensure that proper license/permission from the concerned authorities, where ever applicable, are obtained promptly.
12. The Service Provider shall in no case transfer the services it is required to perform under this agreement to any other Service Provider or person without prior permission from The Sanskriti School Lucknow in writing.
13. The Service Provider shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of The Sanskriti School Lucknow. Sufficient workers will be employed for discharging the responsibility .
14. The Sanskriti School Lucknow reserves the right to order any worker of Service Provider to leave the premises of The Sanskriti School Lucknow if his presence at any time is felt undesirable.
15. The service provider staff to also act as attendants for preprimary students and office work.
16. The Service Provider will provide Identity Card and Uniform to all his employees deputed as per the format suggested by the indenting Office valid for the period of contract.
17. The service provider to be responsible for providing backups for absenteeism at work.
18. To perform transport attender duties, assist in cleaning school vehicles, etc



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CBSE AFFILIATION NUMBER - 2133043

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Security

Category	Item_Name	Specification	Quantity
Security	Guards	1. That the agency shall provide security arrangements for THE SANSKRITI SCHOOL LUCKNOW building/premises located at the CG City, Chak Ganjaria.	2 (12 hours shift, during day including one female and one male, One Male for night duty. Quantity may be increased or decreased as per requirement)

SCOPE OF WORK

1. That the agency would undertake to engage, employ and provide the requisite number of trained guards for the purpose and also responsible for payment of their emoluments and dues, discipline and work.
2. The entire responsibility for taking security measures of the said building/premises is of the agency and The Sanskriti School, Lucknow 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.
3. The Agency shall provide complete and continuous security measures throughout 24 hours by changing the personnel in rotation or replacement.
4. The cost for providing security services will all inclusive rates.
5. The tenure of the service agreement shall be initially for a period of one year .
6. The either side can terminate the services giving one month's notice in advance to the other side or by paying one month's dues in lieu of the notice.
7. The Sanskriti School Lucknow on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable on the behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.
8. The Service Provider will provide Identity Card and Uniform to all his employees deputed as per the format suggested by the indenting Office valid for the period of contract.
9. Bag checks and relevant checks will be conducted by the security services from time to time so as to ensure hazardous, unwanted and unrequired objects are not found in school premises.
10. Frisking of visitors and employees, maintaining parking areas , movement of visitors inside campus records, artoval and dispersal registers of students and employees