



No. JVM/OT-01/2024-25

Date: 06-04-2024

**INVITATION TO TENDER**

Principal, JVM invites tender for the subject given below. Salient feature are given in the table and detail of scope of work and tender conditions are given in the 'Invitation to Tender' dated-06.04.2024 (enclosed herewith)

**Sub: Tender for Providing Upkeep & Maintenance Service for JVM, Shyamali, Ranchi-834002**

**Salient Features of the Invitation to Tender:**

1	<b>Tender Enquiry No. &amp; Date</b>	<b>No. JVM/OT-01/2024-25 Date: 06-04-2024</b>
2	<b>Project Description</b>	<b>Tender for Providing Upkeep &amp; Maintenance Service for JVM, Shyamali, Ranchi-834002</b>
3	<b>Date of floating of on-line Tender</b>	06-04-2024
4	<b>Last date &amp; time of submission of tender document</b>	<b>16-04-2024 by 01.00 PM</b>
5	<b>Date &amp; Time of Opening of Tender</b>	On 16-04-2024 at 02.00 PM .
6	<b>Validity of tender</b>	06(Six) months from the date of opening of Techno-Commercial part of the tender document.
7	<b>Duration of Contract</b>	24 (Twenty Four) months from the date of issue of work order.
8	<b>Earnest Money Deposit</b>	<b>Rs. 25,000/- (Twenty-Five Thousand only)</b>
9	<b>Cost of the tender document</b>	<b>Rs. 1,000/- (One thousand only)</b>

- i) Annexure – I : Technical and Commercial
- ii) Annexure – II : Price Bid
- iii) Annexure- III : Performance Report



*Jana 06/04/2024*  
**(SAMARJIT JANA)**  
**PRINCIPAL**

*Principal*  
Principal  
Jawahar Vidya Mandir  
Shyamali, Ranchi



Date: 06.04.2024

**INVITATION TO TENDER**

**Sub: Tender for Providing Upkeep & Maintenance Service for JVM, Shyamali, Ranchi-834002**

Sealed tenders are invited for award of Providing Upkeep & Maintenance Service for **JVM, Shyamali, Ranchi-834002**, as per the Technical Specification from experienced and eligible agency who have done similar nature of work as per eligibility criteria and satisfying all the terms and conditions in this tender document.

**1. Instructions to Tenderer**

1.1 Tenderers are advised to go through the entire documents completely before quoting for the tender.

1.2 Tenders are invited in a two-bid system comprising of Part A- Techno-commercial Bid & Part B - Price Bid

The 'Techno- commercial Bid' will be made and put in the first envelope containing the title '**Techno-Commercial Bid**'. This shall include full information as required in Techno-Commercial Bid Declaration by the Bidder in **Format –Annexure-I**

The 'Price Bid' will be made and put in the second envelope containing the title '**Price Bid**'. It shall include full information as required in price schedule **Format-Annexure II**.

Both the bids shall be put in the third envelope which should be prominently super-scribed as "**Providing Upkeep & Maintenance Service for JVM, Shyamali, Ranchi-834002**", and shall be submitted on or before 16.04.2024 till 1.00 PM.

The scheduled time for opening of tenders shall be 2.00 PM IST on 16.04.2024

1.3 Tenders received after due date and time mentioned above, as well as those received without separate sealed envelopes as specified above will not be accepted.

1.4 Incomplete tender in any respect or conditional tender will not be accepted.

**2. Eligibility Criteria**

**Part A: Techno- Commercial Bid**

**2.1 TECHNICAL**

Technical Eligibility Criteria for the above work shall be as follows:

The Bidder, as sole bidder, should have five years of experience in housekeeping / wash room cleaning / Manpower supply for electrical work, mason, horticulture and rigger.



*Amish*

*06/04/2024*  
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**2.2 Documents to be submitted**

- Copy of Audited Annual Financial Reports for last 3 (three) consecutive financial years ending 31<sup>st</sup> March 2023 (Balance Sheet and Profit & Loss Account).
- Chartered Accountant's certificate with UDIN no., in Original, may be submitted to substantiate the above financial eligibility.
- The documents furnished by Bidders for establishing their financial eligibility should clearly indicate the details of the Membership No., Firm No. of the Chartered Accountant.

**2.3 Commercial:**

The bidder shall submit self-attested copies of the following:

- Cover letter of Tender detailing list of contents in the bid document being submitted by the Bidder.
- Un-priced Price schedule as per format enclosed with tender document indicating 'quoted' in price column.
- Signed & Stamped copy of terms and conditions of the contract
- Copy of GST Registration Certificate with valid GST registration no. and PAN
- Successful bidder must be registered in PF and ESIC in local office in Ranchi, and also to submit proof of remittance proceedings last financial year and labour license.**

**Part B: Price Part**

**2.4 Price Schedule**

- Bidder shall submit their Price bid strictly as per the Price Schedule Format- Annexure II provided along-with this bid document. Price submitted by Bidder in any other format shall render their offer invalid and shall not be considered for evaluation.
- There shall be no change or addition/ deletion except for filling-up of the actual price/ rate in the Price part submitted in Part – B
- Price part shall contain rate and cost against all category of work and total cost indicating incidence of tax (rates), if any, as per enclosed price format without any terms & conditions.
- Any change in Price Schedule format shall be notified through corrigendum/addendum and the same shall be considered for submission of price bid. In case Bidders have already submitted their bid before publishing of corrigendum/addendum related to change in price schedule format, the bidders are requested to re-submit price bid as per the changed Price Schedule format. Failure to re-submit the bid in such case may lead to auto rejection of the bid by the system.
- Bidder must quote against all the category of work in Price Schedule enclosed with this tender. Part quotation (Part Order) is not acceptable for this package.
- In case of Tie among lowest bidders, the L-1 bidder shall be decided through lottery among all the bidders whose quoted price is lowest. Decision of tendering authority shall be final & binding to all parties

**IF A FIRM FILING TENDER DOES NOT FULFILS ALL OR ANY OF THE ABOVE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL NOT BE CONSIDERED**



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**3. Scope and Nature of Work**

- i. Presently One (01) Supervisor cum Incharge, Seven (07) Skilled and Twenty eight (28) Unskilled person are engaged for upkeep & maintenance services for our school.

The nature of job is, inter alia, to carry out day to day cleaning, dusting, sweeping and mopping of entire premises, both covered & uncovered areas, cleaning of toilets, wash basin, floor area and office furniture, cabins, corridors, balcony, vacuuming of sofa sets, carpets & curtains, cleaning of office equipment, collection and disposal of garbage, filling of water in coolers, cleaning window panes, watering of plants, moving/rearrangement of office furniture, files & filing cabinets etc. keeping the buildings including chajjas free from insects/ beehives etc. The required cleaning accessories such as brooms, mops, buckets, vacuum cleaner, ladders, chemicals & detergents etc. will be supplied by Agency and later on reimbursed by the school. Their services will also be utilized for the entire upkeep and cleaning services. The personnel deputed shall have sufficient experience in this field. "Only Female personnel's will be deployed in the Girls/ladies washrooms". **Duly signed & filled Performance Certificate (Annexure-III) must be submitted by the Reporting Officer (supervisor of agency).**

- ii. The Agency shall ensure excellent standard of Upkeep services of aforesaid building and the premises by employing sufficient number of skilled/unskilled contract labourers **but not less than the numbers as mentioned in Price bid.** The said work shall include Upkeep, externally and internally.
- iii. The agency will be responsible to attend to the complaints / requirements within the purview of the contract and such complaints and requirements will be attended by the agency immediately.
- iv. The employees/ laborers must be courteous, polite and prompt while rendering efficient service in their respective areas. Further, the agency shall personally be responsible for good conduct and satisfactory antecedent of his employees/labourers
- v. It will be Agency's responsibility to ensure that each obligation under this contract is duly performed and observed. The Agency shall also designate one supervisor as required for proper supervision of the services to be rendered by the agency and/or through its employees/labourers.
- vi. The agency shall be solely responsible to his employees/labourers for any injury etc. under Employees Compensation Act or any other law in force applicable at that point of time. The school will not be responsible financially or otherwise for any injury/death caused to any staff of Agency while executing the work under the agreement.
- vii. All material and equipment required for day to day housekeeping will be provided by the Agency in sufficient quantity and these shall be of best quality as approved by the School.
- viii. In case the Agency fails to fulfill his obligations for any day or any number of days, to the satisfaction of the School, for any reasons whatsoever, he shall pay by way of price reduction up to a sum of Rs. 1000/- per day for the entire number of such days and the School shall without prejudice to their other rights and remedies, shall be entitled to deduct, such damages from the money, if any, payable to the agency besides its right to recover otherwise.
- ix. Supervisors/managers of the agency should visit different floors/area from time to time to ensure that each floor/toilets etc. remain clean and ready for use round the clock.



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#### 4. GENERAL TERMS & CONDITIONS

- i. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- ii. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and physically sound to perform the duties.
- iii. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- iv. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
- v. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location. In case of any loss caused to the School Authority due to non compliance shall be borne by Agency or the same shall be recovered.
- vi. Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
- vii. The Service Provider shall maintain personal file in respect of all the staff that are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
- viii. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
- ix. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower that is not found suitable by this office for any reasons immediately on receipt of such a request.
- x. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
- xi. **The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site (Mandatory).**
- xii. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.



*[Signature]*  
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- xiii. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
- xiv. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
- xv. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
- xvi. In case of delay in providing required replacement, the amount of **penalty calculated at the rate of 0.5% of the annual contract value per week** on account of delay, shall be deducted from the monthly bills in the succeeding month.
- xvii. There would be not less than minimum wages as specified by Jharkhand Govt. time to time payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
- xviii. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub- contracting is not allowed under this agreement.
- xix. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
- xx. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
- xxi. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
- xxii. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 01(one) month prior notice to the Service Provider.
- xxiii. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- xxiv. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- xxv. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- xxvi. All disputes shall be under the jurisdiction of the court situated at Ranchi.
- xxvii. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then



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one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.

- xxviii. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
- xxix. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis- representation of documents/ information, leads to termination of agreement

#### **5. PAYMENT TERMS & CONDITIONS**

- i. The Agency / Firm shall submit the monthly House Keeping and Upkeep charges Bills within 7th day of the following month to the Authorised Officer for payment along with the Payment Sheet, Attendance sheet with duly signed by the Reporting Officer or his authorized representative of agency, copy of P.F & ESI, GST deposit Challans, **Performance Certificate (Annexure-III)** obtained from the Reporting Officer or his authorized representative and other documents related to statutory dues.
- ii. In case of any complaint of non-fulfillment of any obligation under the contract, the school Authority reserves the right to withhold payments due to the Agency / Firm and out of such amounts or amount of security held, if any or the amounts likely to fall due to the Agency / Firm (but without obligation to do so) to make such payments as it may be considered necessary.
- iii. Submission of Bills in incomplete shape shall not be entertained for pass and payment. The same shall be returned back to the Agency / Firm for necessary compliance after which action to be initiated for releasing the payment in favour of the Agency / Firm

#### **6. EARNEST MONEY**

All the tenders shall be accompanied by EMD (Earnest money deposit) of **Rs. 25,000/- (Rs. Twenty five thousand only)** in favour of '**JAWAHAR VIDYA MANDIR, SHYAMALI**' Payable at **-RANCHI** in the form of demand draft. Tenders received without EMD are liable to be rejected. EMD shall be refunded to successful bidder after completion of tenure of contract period and to unsuccessful bidder after finalization of work order.

#### **7. COST OF TENDER**

The Bidder shall submit a **non-refundable cost of the tender- Rs. 1,000/- (One thousand only)** in the form of a Demand draft drawn on any Nationalized/ Schedule Bank in favour of '**JAWAHAR VIDYA MANDIR, SHYAMALI**' Payable at **-RANCHI**.

#### **8. TERMINATION OF CONTRACT**

The School management reserves the right to terminate the contract without assigning any reason thereof at any time during the period of contract by giving one (01) month Notice. **Also in case of failure on the part of the Agency / Firm to fulfill the contract obligation, the school management reserves the right to terminate the contract by issuing one month notice.**

#### **9. DISPUTE SETTLEMENT & JURISDICTION**

Any dispute or difference arising out of this contract shall be mutually settled, but if any disagreement arises on such settlement, the decision of the School Management or his authorized representative shall be final & binding. Suits, if any arising out of this contract shall be filed by either party in a Court of Law to which jurisdiction of civil court at Ranchi.



*Amir*

*Jana 06/04/2024*  
**(SAMARJIT JANA)**  
**PRINCIPAL**

*Principal*  
Principal  
Jawahar Vidya Mandir  
Shyamali, Ranchi



**Annexure – I**

No. JVM/OT-01/2024-25

Date: 06-04-2024

**Techo-Commercial Bid**

Sl.No	Eligibility Criteria	Confirmation (Yes/No)- Attached supporting documents
01	Certificate of Incorporation of Agency	
02	The bidder must have at least Five years (05) Experience	
03	The Registered office /Branch office of Agency in Ranchi	
04	Must have average annual financial turnover Rs 50 lac during the last three years, Audit Report and IT Return of last three years.	
05	Capability of providing adequate numbers of skilled /semi skilled/highly skilled manpower including woman employee.	
06	PAN copy	
07	GST registration	
08	EPFO Registration /submit proof of remittance.	
09	ESIC Registration /submit proof of remittance.	
10	Labour license	
11	Cancelled Cheque /Bank details of Agency in letter head	
12	Name & Address of the Tenderer Organization/ Agency with phone number, e-mail etc.	
13	Agree for Tenure of contract period for two (02) years.	
14	Demand Draft of cost of Tender a) Amount : b) D.D No :                      Date: c) Bank :	
15	Demand Draft of EMD a) Amount : b) D.D No :                      Date: c) Bank :	
16	Agree to submit Bank Guarantee of 03% of contract value for successful bidder.	
17	TPIA Certification may be Preferred-	
18	Low Cost Sanitation Certificate may be Preferred-	

**N.B:-** Intending Agency / Firm are advised to inspect the site and its surroundings and satisfy themselves before submitting their Tenders. So that prior to participate in the Tendering process they can be well conversant with the nature of the work and area of operation and whether or not they are capable to provide the service in discipline and regular manner. If a agency participates in the Tendering process, it will be presumed that the intending Agency / Firm has already visited the site and is well acquainted / conversant of the work and area of operation. No complaints regarding his inconvenience shall be entertained after the work is awarded to Agency / Firm who came out successful in the Tendering process.

This is to certify that I/We before signing this tender have read and fully understood the terms & Conditions.

**Signature of Tenderer with Seal**





No. JVM/OT-01/2024-25

**Annexure – II**  
Date: 06-04-2024

**HOUSE KEEPING AND UPKEEP SERVICES CHARGES PER MONTH**  
**Price Bid (Amount in Rupees)**

Sl.	Person	Rate per day per Person	Wages per month (26 days) per Person	P.F	ESI	Bonus	Admin. Charges/Service Charge (Including Uniform, ID, etc)	Any other Charge	Total Cost per person per month (Round off to nearest Rupees)	No. of Person Engaged	Total
				Rate %	Rate %	Rate %	Rate %				
01	Un Skilled									27	
02	Semi Skilled									01	
03	Skilled									07	
04	Highly Skilled									01	
05	Supervisor cum Incharge									01	
<b>Grand Total-</b>											

Breakup of the rate for each of the above item should be provided along with copy of the Govt. Order on Minimum wages to facilitate revision of rate whenever minimum wages are revised by the Jharkhand Govt.

**Declaration by the Tenderer**

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

**Signature of Tenderer with Seal**

**PERFORMANCE REPORT****PERIODICITY CHART OF HOUSE KEEPING SERVICES:****(Before School Starts and after students dispersal)**

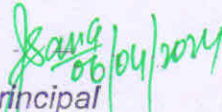
1	Sweeping & Mopping open space within the compound	Twice in a day
2	Sweeping and Mopping Staircases	Twice in a day
3	Cleaning of open terraces, roof, road/portico	Once in a day
4	Dusting of furniture/wall paneling	Once in a day
5	Cleaning of planters	Once in a day
6	Clearing of inside sewerage	Once in a day
7	Cleaning & Washing of dustbins with detergent	Once in a day
8	Providing blue eco-friendly cubes in all urinals	Once in a day
9	Putting Odonil in all toilets	As and when required
10	Spray of air freshener in all cabins and hall/working area	Once in a day
11	Curtains, blinds and windscreen cleaning including removing of stains, brushing with soft brooms, removing stains with approved quality stain remover as directed	Once in a day
12	Cleaning of toilets, sinks, wash basins, urinal basins by using Eco-friendly bio-products cleansing material using bio-blocks for toilets.	Twice in a day
13	Disposal of rubbish/garbage	Twice in a day, before 9.00 AM and at 2.30 PM in presence of Security Staff.
14	Sweeping and mopping Lobbies & Corridors/ Reception/ Kitchen/ Auditorium/ Parents waiting lounge/ multimedia hall etc.	Twice in a day
15	Vacuum cleaning of curtains/venetian Blinds/sofa sets/chair cushions/seats etc.	Once in a week
16	Cleaning of telephones with approved quality cleansing material and perfuming telephone instruments with the help of experienced personnel	Once in a week



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17	Cleaning of computers, printers, photocopiers, key boards etc. with approved quality cleaning materials with the help of experienced personnel	Once in a week
18	Cleaning of buckets/Mugs with Vim/Detergent	Once in a week
19	Cleaning of toilet walls skirting/tiles of walls with Eco-friendly bio-product cleansing material using bio-blocks for toilets, only of reputed brands	Once in a week
20	Cleaning of Chajjas	Once in a week
21	Cleaning of window panes/door panes/wall paneling	Once in a week
22	Cleaning/sweeping of floors of office premises, pantries, exposed areas as well as back-sides, corners and below the furniture items (with Eco-friendly bio-products cleansing materials of reputed brands)/removing cabinets/almirahs etc. with water/cleanzo/ chemicals/ detergents/ brushes/ brooms/ clothes/rugs/dusters / /vacuum cleaners. Disposal of rubbish as per approved quality cleaning	Once in a week
23	Removing cobwebs with vacuum cleaner, dusters, brushes etc.	Once in a week
24	Removal of bushes, Shrubs etc.	Once in a week
25	Cleaning of fans/switch boards/wall/tube lights/ wall hangings etc.	Twice in a month
26	Cleaning/dusting of ceilings, covered beams, removing cobwebs, sort dust with dusters, vacuum cleaners, brushes all of approved quality as per directions at monthly intervals with Eco-friendly bio products cleansing materials of reputed brands.	Once in a month
27	Shifting of furniture/fixture and other articles from various floors.	As per requirement
28	Inspection of all false ceiling and re-fixing the panels in position. The panels which cannot be fitted(damaged) shall be removed and replaced with new panels(cost of new panels will be paid separately)	Not Required
29	Spray of Insecticides, mosquitos and Rodents repellents (eco-friendly)	Once in a week
30	Refilling of hand wash material in all toilets in the complex as described in the area and scope of work of the tender document	Daily or as and when required
31	Dry cleaning of Sofas, Executive chairs and Officers/Staff/Visitors chairs with good quality materials.	As an when required



  
 Principal  
 Jawahar Vidya Mandir  
 Shyamali, Ranchi

**MONTHLY CHECKLIST FORM-  
School Building & its Premises (Section Wise)**

Date: .....

Month-\_\_\_\_\_

	Issue	Observation		Remarks
1.	Material received are branded ones and stored properly (stock Register maintain)	Yes	No	
2.	All areas cleaned and no areas left out	Yes	No	
3.	Building readied timely	Yes	No	
4.	Workers are found in uniform	Yes	No	
5.	Dusting of tables, chairs, furniture done	Yes	No	
6.	Glass panes/windows/doors cleaned	Yes	No	
7.	Floors are hygienically cleaned	Yes	No	
8.	Toilets hygienically cleaned	Yes	No	
9.	Replenished naphthaline balls, odonil, soap cakes in toilets	Yes	No	
10.	Garbage/ waste cleared from dust bins	Yes	No	
11.	Garbage/waste collected disposed-off in poly. bags	Yes	No	
12.	Stair case/Veranda cleaned with surf – Monthly	Yes	No	
13.	Tables, chairs etc. moved and swept – weekly	Yes	No	
14.	Toilet paper rolls/liquid soap	Yes	No	
15.	Terrace cleaned – monthly	Yes	No	
16.	Drainage system is functioning	Yes	No	
17.	Brooming Inside the School Premises-daily	Yes	No	
18.	Any other	Yes	No	

Remarks by Section Incharge-\_\_\_\_\_

Name & Signature of Section Incharge-\_\_\_\_\_

Overall Housekeeping and Upkeep  
Of School Building Section-wise:

Satisfactory/Not satisfactory

Name and Signature of Agency

Countersigned by the Authorised Officer of JVM Shyamali

**CHECKLIST FORM- OPEN AREA (Monthly Basis)**

Date: .....

Month-\_\_\_\_\_

	Issue	Observation		Remarks
1.	Cleaning of Roads inside the premises and Bus Parking Area	Yes	No	
2.	Sweeping/ cleaning open areas inside the boundary wall	Yes	No	
3.	Garbage collected and properly covered for disposal	Yes	No	
4.	Disposal done properly	Yes	No	
5.	Drainage system functioning properly- No overflows anywhere	Yes	No	
6.	Staff Parking area in front of building cleaned	Yes	No	
7.	Security cabin cleaned	Yes	No	
8.	Papers/polythene bags/waste materials removed	Yes	No	
9.	DG Set area cleaned	Yes	No	
10.	Garages	Yes	No	
11.	Footpath Inside School campus on front side	Yes	No	
12.	Brooming Bus Parking Area and Open Area inside Gate No.-1, 2, & 3.	Yes	No	

Remarks by School Supervisor-\_\_\_\_\_

Name & Signature of School Supervisor - \_\_\_\_\_

Overall-Housekeeping and Upkeep of Open Area:

Satisfactory/Not satisfactory

Name and Signature of Agency

Countersigned by the Authorised Officer of JVM Shyamali