



Phone(Off. & Res.) 07672-299434
पीएम श्री केन्द्रीय विद्यालय, क्र.2, सतना
PM SHRI KENDRIYA VIDYALAYA NO.2, SATNA
(शिक्षा मंत्रालय: भारत सरकार, नई दिल्ली)
[Ministry of Education, Govt. of India, New Delhi]
वार्ड नंबर 17, कृपालपुर/Ward No 17, Kripalpur
जिला -सतना) एमपी(485113/ Dist. Satna
(MP)485113

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F N (PMSHRI)/KV2/STA/2026-27/

Date 27.07.2026

01. CLEANING: SCOPE OF WORK

- The agency is to provide Worker for cleanliness the entire area of the school building having rooms and toilets open areas and its surrounding and such other related work as per the instructions of the Principal. Parties are advised to see the location (excluding activity prohibited under the Employment of Manual Scavenger and Construction of Dry Latrines (Prohibition) Act 1993) School building and all the assets of PM SHRI Kendriya Vidyalaya No 2 Satna MP 485113 for a period of One Year.
- The services will be provided on All days except Sundays & Gazette holidays, from 7.30 am to 4.30 pm or as may be decided by the Vidyalaya.

DAILY WORK

- Sweeping of entire area of the Vidyalaya building & surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.
- Cleaning of the floor area with wet floor dusters & detergent, disinfectants etc. once in the morning before opening of the Kendriya Vidyalaya & thereafter every 2 hours specially in areas like corridors, stairs & reception etc., spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
- Cleaning & washing of toilets & urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal. Cleaning of carpets, durries etc.
- Sweeping & cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya, regular dusting/cleaning of furniture (table & chair) & equipment, telephones, book cases, filing cabinets, Amirah and doors and windows in class-rooms, all other rooms & other spaces of the Vidyalaya every day before opening of the Vidyalaya.
- The choking of the sanitary installations e.g. Taps, Bottle traps, gully traps etc. are to be cleared within 24 hours of noticing the complaint.

WORK TO BE DONE GENERALLY ONCE IN A WEEK

- Washing and scrubbing of floor areas with detergents and dirt removing agent.
 - Acid cleaning of sanitary wads without damaging their shines.
 - 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.
 - Polishing of brass nameplates and number plates & cleaning of all other name plates/boards.
 - Cleaning of filled surfaces tanks and water cooler, if any.
 - Dusting & cleaning of fans, electrical fans electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
 - Removal of cobwebs in all rooms and other spaces of the Vidyalaya.
 - Cutting of Shrubs and wild grass from whole Campus of the Vidyalaya
- c. The contractor shall be directly responsible for the payment of wages which should not be less than

the minimum wages prescribed by the Central Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State.

- d. The agency will be responsible for ensuring proper conduct and discipline of the cleaning personnel. Principal/VMC will have the right to direct the agency to remove/change any cleaning personnel without assigning any reasons.
- e. The agency will be responsible for taking all possible measures to safeguard the property, building and Vidyalaya premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.
- f. The Principal/VMC will have the right to assign any other cleaning related duties to the cleaning staff employed by the agency.

For 28/07/20
PRINCIPAL

प्राचार्य/Principal

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