



**KENDRIYA VIDYALAYA SANGATHAN**

**WORKS MANUAL**

**May, 2024**

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## Brief of KVS/ Land Norms

Kendriya Vidyalaya Sangathan is a registered society fully funded by the Government of India.

Initially Kendriya Vidyalayas were opened on approval of Government of India (CCEA) in temporary accommodation provided by sponsoring authority, on the commitment of providing suitable piece of land as per KVS norms free of cost for construction of school building.

At present Kendriya Vidyalayas are being opened after transfer of suitable piece of land in favour of KVS on lease deed/ permanent grant basis by sponsoring authorities along with temporary accommodation.

### Land Norms after 20.01.2017

Sl. No.	Location	Minimum requirement (in Acres)	Desirable extent (in Acres)
(i)	Metropolitan city (Like Delhi, Kolkata, Mumbai, Chennai/Hilly area/NER/LWE)	2.50	5.00
(ii)	Other locations	05.00	10.00

In case, where there is constraints in availability of land as per prescribed norms, relaxation of norms may be obtained from Competent Authority.

**Principal to upload the land parcel transferred in favour of KV in GLIS portal.**

## **Modalities in execution of KVS works**

- All construction works of KVS are executed on “**Deposit Work**” basis through Government construction agencies adhering to GFR.
- Formal request to head of construction agency for entrusting the work.
- Submission of enabling estimate by construction agency for preparation of DPR (Detailed Estimate).
- DPR preparation by construction agency after site investigations, surveys, contour maps, detailed drawings (Structural), detailed estimate (Technical sanction) etc. as per KVS norms, obtaining statutory approval from local bodies/authorities.
- KVS to issue AA&ES (Based on Detailed estimate).
- Any increase in cost noted in DPR against the CCEA approval, KVS to initiate Revised Cost Estimate.
- In anticipation of approval of Revised Cost Estimate, Go-ahead approval by KVS to start the work after observing all codal formalities ensuring encumbrance free land is handed over by the Principal.

### **Post tender activities: -**

- Construction agency to provide detailed Technical sanctioned Estimate, all drawings (Civil & electrical), architectural/ structural drawings and working drawings along with programme chart to concerned Principal of KV and KVS(HQ).
- Start of work after demarcation of boundaries in consultation with District Administration. Setting up of a site test lab with required equipment's.
- Flow of funds: - For ensuring release of funds in time by KVS, Monthly Progress Report in KVS format is required to be sent regularly with requisite details along with photographs duly signed by Principal through concerned DC KVS RO.
- Uploading of progress report on GIS portal of KVS every month.

## Monitoring of on-going construction work

- Review of work progress by the Works Committee, KVS chaired by Additional Secretary, Minister of Education/Vice-Chairman, KVS.
- Review of work progress by the Commissioner/ Additional Commissioner (Admn.), KVS with head of construction agencies from time to time.
- Review of works at Vidyalaya level by the Vidyalaya Management Committee having one Technical Member from parents or nominated by Chairman, VMC.
- Monitoring of work is also done at Regional Level and Headquarter level through inspections by officers from time to time.
- Monitoring through Geographic Information System (GIS) developed by NIC for Kendriya Vidyalayas.
- Third Party Quality Assurance (TPQA) is carried out through IITs / NITs/ Govt. Engineering college **at the stages of 25%, 50%, 75% and 100%.**
- For works under Rs. 20.00 Crores, CPWD takes quality assurance works through quality assurance division of SDG concerned.
- Monitoring of work through financial/ physical report submitted by construction agencies through the Principal along with sufficient number of photographs.

### Completion: -

- After completion of work and its handing over to the Vidyalaya, the defect liability period of one year is properly enforced. The construction agency is being directed that not to release the security deposit of the contractor, till the defect liability period is successfully over and a “No defect certificate” is given by the concerned Vidyalaya.
- A set of completion drawings is handed over to Principal.
- Settlement of account is being done after successfully completion of work.
- **Principal to upload the building parcel on GLIS portal after shifting of school.**

## KVS SPACE NORMS

S. No.	Description	No. of Rooms and size required as per KVS space norms								
		A-I Type (One Section) (Enrolment=480)			A- Type (Two Section) (Enrolment=960)			B- Type (Three Section) (Enrolment=1400)		
		No. of Rooms	Suggested Dimension (cms)	Total plinth area area (Sq.Mts.)	No. of Rooms	Suggested Dimension (cms)	Total plinth area area (Sq.Mts.)	No. of Rooms	Suggested Dimension (cms)	Total plinth area (Sq.Mts.)
<b>(A)</b>	<b>TEACHING SPACES</b>									
1	Primary Class room	5	700x700	245.00	10	700x700	490.00	15	700x700	735.00
2	Middle/H.S. Class Rooms	7	700x700	343.00	14	700x700	686.00	21	700x700	1029.00
3	Computer Lab	1	700x700	49.00	2	700x1060	148.40	2	700x1060	148.40
4	(a) Physics Lab/ General Lab									
	(i) Laboratory	1	700x880	61.60	1	700x880	61.60	1	700x880	61.60
	(ii) Store-cum- Preparation room	1	700x360	25.20	1	700x360	25.20	1	700x360	25.20
	(b) Chemistry Lab	...	...	...	...	...	...			
	(i) Laboratory	1	700x880	61.60	1	700x880	61.60	1	700x880	61.60
	(ii) Store-cum- Preparation room	1	700x360	25.20	1	700x360	25.20	1	700x360	25.20
	(c) Biology Lab									
	(i) Laboratory	1	700x880	61.60	1	700x880	61.60	1	700x880	61.60
	(ii) Store-cum- Preparation room	1	700x360	25.20	1	700x360	25.20	1	700x360	25.20
	(d) Junior Science Lab	...	...	...	...	...	...	1	700x1060	74.20
5	Social Sci/Geo/Resource room (P)	1	700x340	23.80	1	700x340	23.80	1	700x340	23.80
6	Social Sci/Geo/ Resource room (H/Secondary)	1	700x340	23.80	1	700x700	49.00	1	700x700	49.00
7	Maths Lab	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
8	Activity Room	1	700x1060	74.20	1	700x1060	74.20	1	700x1060	74.20
9	Art room	1	700x700	49.00	1	700x1060	74.20	1	700x1060	74.20
10	SUPW/Work Shop	1	700x700	49.00	1	700x1060	74.20	1	700x1060	74.20
11	Library	1	700x1060	74.20	1	700x1420	99.40	1	700x1730	121.10
	<b>Total</b>			<b>1240.40</b>			<b>2028.60</b>			<b>2712.50</b>
<b>(B)</b>	<b>ADMINISTRATIVE SPACES</b>									
1	Principal room	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
2	Office	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
3	Staff common room	1	700x700	49.00	1	700x700	49.00	1	700x880	61.60
4	Vice- Principal room							1	340x340	11.56
5	Head Master/Heas Mistress room				1	700x340	23.80	1	700x340	23.80

6	Exam. Room	1	700x340	23.80	1	700x340	23.80	1	700x340	23.80
	<b>Total</b>			<b>170.80</b>			<b>194.60</b>			<b>218.76</b>
<b>(C)</b>	SERVICE & SUPPORT SPACES									
1	NCC/Scout/Guide Room	1	700x340	23.80	1	700x700	49.00	1	700x700	49.00
2	PET Room	1	700x340	23.80	1	700x700	49.00	1	700x700	49.00
3	General Store	1	700x340	23.80	1	700x700	49.00	1	700x700	49.00
4	Medical Room	1	700x340	23.80	1	700x340	23.80	1	700x340	23.80
	<b>Total</b>			<b>95.20</b>			<b>170.80</b>			<b>170.80</b>
<b>(D)</b>	ATAL TINKERING LAB									
1	Atal Tinkering Lab	1	700x1060	74.20	1	700x1060	74.20	1	700x1060	74.20
2	Bal Vatika Class Room	3	700x700	147.00	6	700x700	294.00	9	700x700	441.00
3	Hall for Bal Vatika	1	1200x700	84.00	1	1200x700	84.00	1	1200x700	84.00
	<b>Total</b>			<b>305.20</b>			<b>452.20</b>			<b>599.20</b>
				<b>1811.60</b>			<b>2846.20</b>			<b>3701.26</b>

**DETAILS OF FACILITIES THAT CAN BE PROVIDED WITH DIFFERENT 'LAND AREA' IN KV CAMPUS**

S. No.	FACILITIES	LAND AREAS						
		2.0 Acres	2.5 Acres	3.0 Acres	4.0 Acres	5.0 Acres	8.0 Acres	10.0 Acres
1	<b>School Buildings</b>	1.25 acres upto 03 section (G+3)	1.25 acres upto 04 section (G+3)	1.72 acres upto 04 section (G+2)	1.72 acres upto 04 section (G+2)	1.72 acres upto 04 section (G+2)	1.72 acres upto 04 section (G+2)	1.72 acres upto 04 section (G+2)
2	Staff Quarter	-	-	-	-	0.50	0.50	0.50
3	Assembly Area (30 m*40m)	-	0.30	0.30	0.30	0.30	0.30	0.30
4	Stage (9m*15m)	0.04	0.04	0.04	0.04	0.04	0.04	0.04
5	Cycle Stand	-	0.03 (100 cycle)	0.06 (200 cycle)	0.06 (200 cycle)	0.09 (300 cycle)	0.09	0.09
6	Car Parking (50/100)	0.30	0.30	0.30	0.60	0.60	0.60	0.60
7	Canteen	-	0.004	0.004	0.004	0.004	0.004	0.004
8	Guard Room	-	0.002	0.002	0.002	0.002	0.002	0.002
9	Internal roads/ Path/Septic tank/ Soak Pit/Drainage @ 15% of plot area	0.30	0.38	0.45	0.60	0.75	1.20	1.50
10	Multi-Purpose Hall (600m/1200m)	-	-	-	0.40	0.40	0.40	0.40
S.No.	FACILITIES	LAND AREAS						
		2.0 Acres	2.5 Acres	3.0 Acres	4.0 Acres	5.0 Acres	8.0 Acres	10.0 Acres
11	<b>Sports</b>							
(i)	Basketball	0.15	0.15	0.15	0.15	0.15	0.15	0.15
(ii)	Badminton	-	0.04	-	0.04	0.04	0.04	0.04
(iii)	Volley ball	-	-	-	0.07	0.07	0.07	0.07
(iv)	Kho-Kho	-	-	-	0.16	0.16	0.16	0.16
(v)	Tennis	-	-	-	-	0.14	0.14	0.14
(vi)	Kabaddi	-	-	-	-	-	-	-
(vii)	Cricket	-	-	-	-	-	-	-
(viii)	Football	-	-	-	-	-	-	-
(ix)	Hockey	-	-	-	-	-	-	-
(X)	<b>Running Track</b>	-	-	-	-	-	-	-
	(a) 200 mts.	-	-	-	-	-	2.13	-
	(b) 400 mtrs running track+ Foot ball	-	-	-	-	-	-	3.85
	<b>TOTAL</b>	<b>2.04</b>	<b>2.496</b>	<b>3.026</b>	<b>4.146</b>	<b>4.968</b>	<b>7.54</b>	<b>9.56</b>



**Note: 1. Football field and 400 mtrs running track are normally integrated and it requires minimum of 3.85 acres of land.**

## **Facilities required for planning of Kendriya Vidyalaya campus (Checklist)**

1. School building 'A-1' type 01 section with facility of Ramp (Area 2600 Sq. mtr.) **OR**
1. School building 'A' type 02 section with facility of Ramp (Area-4500 to 5000 Sq.mtr. Approx).
2. Green Building Standards, Accessible India Provisions and Bala provisions should be implemented by the construction agency in the construction of school buildings.
3. 09 Unit Staff Quarter  
  
(Type-II - 4 Nos., Area – 70 Sq. mtr.)  
(Type-III - 4 Nos., Area – 80 Sq. mtr.)  
(Type-IV - 01 No., Area – 200 Sq. mtr.)
4. Fire frightening in school building as per the norms.
5. Assembly Area with Covered Stage
6. Compound wall height 1.8 mtr with grill provision in front side and concertina coil on remaining sides with gate, school sign board with KVS emblem in the front side of the boundary wall near entrance gate.
7. Cycle stand /scooter shed /car parking (steel structure)
8. Guard Room (Area -3.24 Sqm)
9. Canteen (Area -12.96 Sqm)-Kiosk type (service counter facilities without sitting space)
10. Electrical sub-station/Pump house.
11. Provision of underground water sump (01.00 Lakh capacity).
12. Sewerage System  
(Where municipal sewerage system is not available)  
(a) Septic Tank  
(b) Soak Pit
13. Water supply system.  
(a) Bore well  
(b) Distribution lines for water supply from Municipal point to school campus.
14. LED Street lighting, campus security lighting.
15. Roads and pathways to connect various facilities in the campus.
16. Garbage bins.
17. Demarcation walls/Kerb stone.
18. Area drainage around the school building with proper slope so that water do not stagnate in the campus.
19. Rainwater harvesting system included in PAR rates.
20. Sports facilities  
(a) Primary play area with parks (earthen) near Primary block (earthen)  
(b) Middle, Secondary & Senior Secondary

- (i) Earthen playground (as per the available space) can accommodate 200 mtr running track or 400 mtr running track.
- (ii) Basket Ball Court (C.C.)
- (iii) Badminton Court (C.C.)
- (iv) Volley Ball Court (earthen)

- 21. External service connection - electrical (HT and LT Panel, Trans Former etc.)
- 22. External service connection - water supply (Municipal connection).

GENERAL SPECIFICATIONS FOR KV SCHOOL BUILDING			
(A) CIVIL PORTION			
S.No.	ROOMS	FLOORS	WALLS
1	CLASS ROOMS	KOTA STONE	PLASTIC EMULSION PAINT
2	MATHS LAB	KOTA STONE	PLASTIC EMULSION PAINT
3	RESOURCE ROOMS	KOTA STONE	PLASTIC EMULSION PAINT
4	ACTIVITY ROOMS	KOTA STONE	PLASTIC EMULSION PAINT
5	PET ROOMS	KOTA STONE	PLASTIC EMULSION PAINT
6	NCC ROOM	KOTA STONE	PLASTIC EMULSION PAINT
7	WORK SHOP	KOTA STONE	PLASTIC EMULSION PAINT
8	GENERAL STORE	KOTA STONE	PLASTIC EMULSION PAINT
9	COMPUTER LAB	DOUBLE CHARGED VITRIFIED TILES	PLASTIC EMULSION PAINT
10	LIBRARY	KOTA STONE	PLASTIC EMULSION PAINT
11	OFFICE	DOUBLE CHARGED VITRIFIED TILES /KOTA STONE	PLASTIC EMULSION PAINT
12	STAFF ROOM	DOUBLE CHARGED VITRIFIED TILES /KOTA STONE	PLASTIC EMULSION PAINT
13	PRINCIPAL ROOM	DOUBLE CHARGED VITRIFIED TILES	PLASTIC EMULSION PAINT
14	EXAMINATION ROOM	KOTA STONE	PLASTIC EMULSION PAINT
15	MEDICAL ROOM	DOUBLE CHARGED VITRIFIED TILES	PLASTIC EMULSION PAINT
16	LABORATORY: BIO/ PHYSICS/CHEMISTRY	FLOOR: KOTA STONE: LAB COUNTERS: ACID RESISTANCE TILES 600x 600	PLASTIC EMULSION PAINT
17	ENTRANCE LOBBY	KOTA/GRANITE	PLASTIC EMULSION PAINT
18	STAIRCASE & RAMPS	KOTA/SINGLE PIECE	DADO-ENAMLE PAINT WALL PLASTIC EMULSION
19	CORRIDORS	KOTA STONE	DADO-ENAMLE PAINT WALL PLASTIC EMULSION
20	TOILETS	KOTA STONE	GLAZED CERAMIC TILES
21	EXTERNAL WALLS FINISH		EXTERIOR- ACYLIC EMULSION PAINT
22	DOOR FRAMES	MS T iron - 40 x 40 x 5mm	ENAMEL PAINT
23	DOOR SHUTTERS	35 MM(BWP) FLUSH DOOR	ENAMEL PAINT
24	TOILET DOOR	FRP DOOR FRAMES AND SHUTTERS IN WET AREAS	
25	WINDOWS	POWDER COATED MS TUBE SECTION/STEEL SECTION WITH MS GRILL, ALUMINUM FRAME SHUTTERS WITH MS GRILL IN COASTAL REGION	
26	CUP BOARDS	25MM FLUSH DOOR	
27	RAILING	STAINLESS STEEL	
28	ROOFING	INTEGRAL CEMENT BASED WATER PROOFING (GUARANTEE BOND OF 10 YEAR)	
29	RAINWATER HARVESTING	AS PER THE NORMS	
30	WATER SUPPLY & SANITARY	AS PER CPWD SPECIFICATION	
31	BORE WELL	AS PWE LOCAL BYE- LAWS	

**(B) ELECTRICAL**

1	Wiring for light point/fan point/ exhaust fan point/call bell point with FRLS PVC Insulated copper conductor single core cable in recess.
2	Providing Energy saving LED Light fittings & accessories.
3	Providing Energy saving ceiling fans/ Exhaust fans.
4	Supply, installation, testing and commissioning of fire fighting with down comer system or as per local Bye-laws.
5	Providing street light with energy saving LED light fittings.
6	Providing water supplying pump set & bore well pump set.
7	Providing illuminated Signages.
8	Providing earthing and lighting conduct for the better safety of the electrical installation and human safety.
9	LT & HT panel as per CPWD norms
10	External & internal Electric supply as per CPWD norms.

## Inspection Report Format

1	Date of Inspection/Place	
2	Name of work	
3	Description of work	
4	Division and name of Executive Engineer	
5	Agreement No.	
6	Stipulated time and date of start	
7	Stipulated time and date of completion	
8	Estimated cost put to tender	
9	Accepted tendered cost with overall percentage	
10	Percentage progress at time of inspection and Reason for delay & expected date of completion	
11	Officers present during inspection (Name and designation)	
12	Testing facilities available at Field Laboratory	
13	Has water been tested and approved by Engineer-in-charge before construction and subsequently after 3 months.	
14	Are all mandatory tests carried out at stipulated frequency?	
15	Quality Assurance Report (TPQA/in house Quality Control Division)	
16	Test register maintained/available at site	
17	Site Register maintained/available at site.	
18	General Observation on Progress of work	
19	Observations on workmanship QC aspects	
20	Whether approval in principle was obtained from KVS for extra work executed beyond sanctioned scope.	
21	Whether deviation work intimated to KVS	
22	Whether progress of work is as per stipulated milestone/approved	
23	Whether any HT Line passing through the KV campus? If yes, whether mentioned in land suitability report.	
24	Whether any structure standing on land allotted to KV? If yes, whether mentioned in land suitability report.	
25	Directions to Principal	
26	Request from Principal, if any.	

**Physical and Financial Progress of Works for the Month Ending \_\_\_\_\_.**

1	Name of Kendriya Vidyalaya	:	<b>Kendriya Vidyalaya</b> _____.
2	Details of Work	:	Construction & Development of Kendriya Vidyalaya at.....
3	Amount of AA and ES (KVS ref. no. & Date)	:	<b>Rs. .... Lakhs</b>
4	Contract amount (S) and date (S) of acceptance	:	<b>Rs .....Lakhs</b>
5	Percentage of lowest tender accepted	:	
6	If contractor (S) not concluded, likely date of Conclusion of contract (S)	:	NA
7	If work has commenced, date of commencement	:	
8	Stipulated Date of Completion (SDC)	:	
9	Physical progress of work (%)	:	
<b>9.1</b>	<b>Building Works</b> (Tick (√) appropriate stage of work along with physical progress of work done in % and give remarks, if any)		
	i. Foundation work in progress		( √ )
	ii. Foundation work completed/ Super Structure under progress		( √ )
	iii. Super structure work completed/ roofing work under progress		( √ )
	iv. Roofing work completed/ fittings & finishing in progress		( )
<b>9.2</b>	<b>Internal Services</b>		
	i. Under progress		( √ )
	ii. Completed but testing not done		( )
	iii. Completed and tested		( )
<b>9.3</b>	<b>External Services</b>		
	i. Under progress		( √ )
	ii. Completed but testing not done		( √ )
	iii. Completed and tested		( )
<b>9.4</b>	<b>Any other item of work not covered above</b>		Nil
<b>9.5</b>	<b>Overall Physical Progress (%)</b>	:	-----%
9.6	Have programme/milestone chart prepared & submitted to Principal/KVS(HQ) (Yes/No)		
9.7	Progress of work commensurate with programme/milestone chart (Yes/No)		
9.8	If No, Amount withheld for non-achievement of milestone as per programme chart		
<b>10</b>	<b>Fund flow Status</b>		
10.1	Total amount released by KVS	:	
10.2	Amount actually deposited by the Vidyalaya	:	Rs. .... Lakhs.
10.3	Expenditure Incurred	:	Rs. .... Lakhs.

	10.4	Unpaid liability in hand	:	Rs. .... Lakhs.
	10.5	Total financial liability at present (10.3 + 10.4)	:	Rs. ....Lakhs.
11		Anticipated expenditure for this quarter Based on present pace of work	:	Rs. .... Lakhs
12		Target Date of Completion (TDC) of entire scope of work	:	
13		Completion and handing over	:	NA
	13.1	Date of Completion	:	Expected Date of Completion .....
	13.2	Date of handing/ taking Over	:	
14		If the work has not started so far or stopped reasons there of	:	

1. The work has been supervised by Executive Engineer/Superintending Engineer.
2. Periodical inspections have been conducted by Executive Engineer/Superintending Engineer.
3. Construction materials have been tested.
4. Measurements have been recorded in the Measurement Book and the test check conducted by the Assistant Engineer/Executive Engineer.
5. All other codal formalities have been observed.
6. Physical progress commensurate with the financial progress.

Place: .....

(Executive/Assistant/Garrison  
Engineer)

Signature

It is certified that the amount shown against S. No. 10.3 above has been transferred to Head "Land and Building" by reducing the balance under "Deposit with the construction agency"

(Principal)  
Signature with Date

N.B: This report as on last day of the month be sent direct to KVS(HQ) so as to reach by 10<sup>th</sup> of succeeding month. One copy be given to Principal for completing the certificate above and dispatch to KVS (HQ) by Principal must ensure that report is sent to KVS (HQ) by 10<sup>th</sup> so that the progress is monitored by KVS (HQ) and funds released.

It should be ensured by the agency and Principal that this report is sent to KVS (HQ) from the month of issue of AA & ES regularly without fail, irrespective of fact that whether work stated or not.



Principal should fill the below table Installation No. & Amount	Date of Sanction by KVS	Date of receipt of RTGS/DD/BT by KV	Date of Deposit with Agency	Remarks
---	-------------------------	-------------------------------------	-----------------------------	---------

**KVS FORMAT FOR SETTLEMENT OF ACCOUNTS  
COMPLETION REPORT**

1. Name of Work :
  2. Amount of AA & ES and Date :
  3. Date of Commencement :
  4. Date of Completion :
  5. Date of expiry of defect liability period :
- a) Certified that the above work has been completed in all respects as per the sanctioned scope and specifications laid down.
  - b) The handing/taking over note is enclosed.
  - c) Sub-standard/defective work as and when pointed out by KV/KVS authorities shall be rectified by us during the defect liability period.
  - d) Two sets of all working drawings (i.e. location plan, architectural civil, electrical structural, service civil & electrical) and also drawings approval by local bodies have been handed over to Principal for his / her record and future reference.

Station: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNATURE OF EX.EN/GARRISON ENGINEER/  
PROJECT MANAGER WITH DATE AND SEAL**

**CONTERSIGNED BY PRINCIPAL OF KENDRIYA VIDYALAYA WITH DATE  
AND SEAL**



**FINAL EXPENDITURE STATEMENT**  
**(FOR SETTLEMENT OF ACCOUNT)**

1. Name of Vidyalaya :
2. Name of Works :
3. Amount of AA & ES :
4. KVS Sanctioned No. and Date :
5. Total amount deposited by KVS :
6. Final expenditure incurred :
7. Completion Cost :
8. Date of final bill :
9. Savings (+)/Excess (-) :
10. If savings, details of DD/Cheque No. :  
vide which unspent balance sent to KVS
11. In case of Excess :
- a) Within 10% of AA&ES–attach proper justification :  
for increase in cost(item wise) as per estimate details  
of deviations, if any, escalation paid in terms of  
contract etc. (A detailed statement of case be enclosed).
- b) Beyond 10% of AA&ES – attach proper revised :  
estimate based on completion cost (preliminary  
revised estimate will not be entertained) duly  
recommended by CEs Zone

**Certified that :**

- a) The work(s) have been completed satisfactorily as per the sanctioned scope and specifications laid down.
- b) Final expenditure is as per completion cost (final bill settled & audited).
- c) All defects pointed out by Monitoring/Inspection Committee have been rectified or shall be rectified during remaining period of defect liability.

**SIGNATURE OF EX.EN./GARRISON ENGINEER/  
PROJECT MANAGER WITH DATE AND SEAL**

**DIVISIONAL/UNIT ACCOUNTANT**

**COUNTERSIGNED BY**

**PRINCIPAL OF K.V.  
WITH DATE AND SEAL**

**NO DEFECT CERTIFICATE**

- NAME OF WORK : \_\_\_\_\_
- DEFECT LIABILITY PERIOD : FROM \_\_\_\_\_ TO \_\_\_\_\_

This is to certify that the construction agency has rectified all the defects as pointed out from time to time before handing/taking over of the work on \_\_\_\_\_ (Note: in case certain defects not rectified/attended enclose list).

2.0 The defects which were pointed out during the defect liability, after taking possession of the work have been rectified. (Note: in case certain defects not attended/rectified enclose list).

**SIGNATURE OF PRINCIPAL  
OF K.V. WITH SEAL**

DATED: \_\_\_\_\_



## CERTIFICATE

It is certified that:-

- a) All works as per the scope of estimate taken up and completed successfully and no work is left out.\*
- b) The variation in the completion cost (if any) in relation to the sanctioned amount of AA&ES exclusively pertains to this project only (if applicable).
- c) The expenditure incurred against this work is up to the date of completion/handing over only.

**SIGNATURE OF EX.EN./  
GARRISON ENGINEER/  
PROJECT MANAGER WITH SEAL**

DATE: \_\_\_\_\_

\*IF SOME WORKS LEFT OUT ATTACHED DETAILS OF SUCH WORK WITH ESTIMATED PROVISIONS AND ALSO INDICATE ON SEPARATE SHEET REASONS FOR NOT TAKING UP THESE WORKS.

**STRUCTURAL SAFETY CERTIFICATE**

NAME OF WORK : \_\_\_\_\_

DATE OF COMPLETION : \_\_\_\_\_

NAME OF CONSTRUCTION AGENCY : \_\_\_\_\_

Certified that the construction \_\_\_\_\_  
at Kendriya Vidyalaya, \_\_\_\_\_ has been  
carried out with proper earth quake provisions as per the structural design approved by IIT/Govt.  
Engineering College \_\_\_\_\_ and the building, which has been  
constructed, is STRUCTURALLY SAFE.

**(SIGNATURE)**  
**HEAD OF THE DEPARTMENT**  
**WITH SEAL**

Date: \_\_\_\_\_

- In case of construction agency other than CPWD/MES only.
- CPWD/MES may delete the line (underlines)

**REASON FOR VARIATION IN COST**

<b>Name of Component</b>	<b>Estimate Provision</b>	<b>Revised Estimate</b>	<b>Actual Expenditure</b>

**REASONS FOR VARIATIONS**



**REASONS FOR DELAY IN START/COMPLETION OF WORK**

(i)	Name of Work		
(ii)	Stipulated Date of Start		Stipulated date of completion
(iii)	Actual Date of Start		Actual date of completion
(iv)	Delay Period in Month		Delay period in Months

**REASONS FOR DELAY IN START OF WORK**

S.No.	Activity	Reasons for Delay	Period of Delay in Months

**REASONS FOR DELAY IN COMPLETION OF WORK**

S.No.	Activity	Reasons for Delay	Period of Delay in Months

**Signature of Executive Engineer/ Garrison  
Engineer/Project Manager**



**DETAILS OF PROJECT ACTIVITIES OF K.V. IN TIME SCALE**

<b>S. NO.</b>	<b>ACTIVITY DETAILS</b>	<b>REMARKS</b>
1	AA & ES issued by KVS	
2	First Installment of Rs. _____ released.	
3	Preparation of tender document	
4	NIT	
5	Tender Received back	
6	Work order given	
7	Date of start of work	
8	Work completed and Building handed over to KV.	

**SIGNATURE OF EX.EN./  
GARRISON ENGINEER/  
PROJECT MANAGER  
WITH SEAL AND DATE**

### SUMMARY OF COST

NAME OF WORK : \_\_\_\_\_

NAME OF KV : \_\_\_\_\_

NAME OF CONSTRUCTION AGENCY : \_\_\_\_\_

Sl. No.	Item of work	Estimated cost	Completion cost
1.	Site Clearance, if any		
2.	School building		
a)	Cost of Building including internal services (WS, Sanitary installation and Elec. Installation)		
b)	Total covered area building on all floors _____ Sq. mtrs.		
c)	Hence cost of building portion Rs. _____ per sq. mtrs.		
3.	External Services:		
a)	Internal Roads/Paths		
b)	Ext. Water Supply		
c)	Ext. Electric Supply		
d)	Sewage disposal including Septic Tank & Saok Pit.		
e)	Area drainage (surface drain)		
4.	Demarcation Wall		
5.	Hard Strengthening		
6.	Assembly Stage		
7.	Water Turf		
8.	Canteen		
9.	Cycle Stand		
10.	Play Ground		
	Additional Contingencies		
	Additional Departmental Charges		
	<b>Grand Total</b>		

**SIGNATURE OF HEAD OF OFFICE  
WITH SEAL**

**Certificate**

**(Extract of GFR 2005 Rule No. 132)  
(Reference: CPWD Works Manual 2014.)**

Final payment of work shall be made only on personal certificate of the Officer-in-charge of the execution of work in the format given below.

**FORMAT**

I \_\_\_\_\_, Executing officer of  
\_\_\_\_\_ ( Name of the work) am personally satisfied that the  
work has been executed as per specifications laid down in the Contract Agreement and the  
workmanship is up to the standards followed in the industry.

**Signature of Officer - in – charge**

## Maintenance of Vidyalaya and campus

### Responsibility of Principal

**Daily upkeep** – Cleanliness of spaces inside the campus inside the building, outside the building, external services, roads, pathways, drainage.

**Day to day repair** – Repair of water supply fittings/fixtures, electrical fittings/fixtures, broken glass panes, damaged doors, weeding out unwanted plantations & sewer etc.

**Annual Repair & Maintenance** – Painting of school building, replacement of electrical & water supply fittings/fixtures, petty repairs through VVN.

**Annual repair & Maintenance of staff quarters** through Government grant Revenue Head.

**Special Repairs** of school building, staff quarters executed through construction agencies following KVS specification and no higher specification to be used without prior approval of KVS.

**Need of special repair depends on various factors** – life of building, past repair history, present problem in the building system.

**Critical safety concern - Any** structure has been deemed unsafe, no classes should run in the affected part of the building to ensure safety and well being of students & staff. The proposal for replacement to be submitted to KVS(HQ) for onward submission to Ministry under DIB.

**Quarterly inspection of buildings/structures** from rooftop to plinth protection are necessary.

Components to be inspected:

- (a) Roof treatment.
- (b) Toilets and drinking water system.
- (c) Plinth protection and plinth drain.
- (d) Internal electrical installations including rewiring.
- (e) Replacement of doors/windows or shutters including cup-boards in classrooms.
- (f) Repair or replacement of flooring.
- (g) Special type masonry problems i.e. crack in walls, chajjas, lintels, columns or exposed plaster.
- (h) Special repairs of internal roads, external electrification etc.

**SALIENT FEATURES OF THE KENDRIYA VIDYALAYA FOR SPECIAL REPAIR - To be provided by  
Principal along with estimate**

**GENERAL**

1	Name of KV	:	
2	Sponsoring Agency	:	
3	Region	:	
4	Year of Opening	:	
5	Stage of Vidyalaya (I- X) or (I-XII)	:	
6	No. of section in each class	:	
7	Total enrolment as on date	:	
8	Total number of staffs	:	

**Land**

1	Area of land	:	
2	Date of possession	:	
3	Date of lease deed execution	:	
4	Shape of plot	:	
5	Perimeter of plot	:	
6	General terrain	:	

**School Building**

1	Type of building (A/B/C/D/Others)	:	
2	Year of completion	:	
3	Plinth area of building	:	
4	Number of storeys	:	
5	Number of blocks	:	
6	Construction agency	:	
7	Structural system (RCC/ Load bearing)	:	
8	Completion cost	:	
9	Date of possession	:	

**Staff Quarters**

1	Number of Quarters (21/11/10)	:	
2	Year of completion	:	
3	Cost of completion	:	
4	Date of possession	:	
5	Construction agency	:	
6	Structural system (RCC/ Load bearing)	:	
7	Status of surrounding campus environment	:	

**Annual Repairs Carried out in past**

<b><u>School building</u></b>			
<b>Year</b>	<b>Amount sanctioned</b>	<b>Source of fund KVS/ VVN</b>	<b>Nature of Repair (Civil, Electrical, water supply &amp; sanitation)</b>

2017-18			
2018-19			
2019-20			
2020-21			
2021-22			
2023-24			
<b>Staff Quarter</b>			
<b>Year</b>	<b>Amount sanctioned by KVS</b>	<b>Nature of Repair (Civil, Electrical, water supply &amp; sanitation)</b>	
2017-18			
2018-19			
2019-20			
2020-21			
2021-22			
2023-24			

<b><u>Status of Campus Facilities</u></b>			
1	Area Drainage (Effectively provided/ water stagnates)	:	
2	Levelling/ Dressing (done / not done)	:	
3	Security Light (Provided/ non-provided)	:	
4	Courts for Games & Sports (Volley Ball/ Basket Ball/ Badminton)	:	
5	Sentry Post (Provided/ not provided)	:	
6	Canteen (Provided/ non-provided)	:	
7	Demarcation of Campus Area (Done/ not done)	:	
8	Status of internal roads (Good/ poor)	:	
9	Landscaping by the Vidyalaya (Done/ not done)	:	
10	External Security Light (Provided/ not provided)	:	
11	General comments about external campus environment	:	
<b><u>Water Supply System</u></b>			
1	Source (Municipal/ Containment/ Tube Well)	:	
2	Present demand of the campus	:	
3	Adequacy of supply (Proper/ Not proper)	:	
4	Storage System (OHT/ Sump/ Service tanks)	:	
5	Pump house (Functional/ not functional)	:	
6	Physical condition and cleanliness aspects of water supply system	:	





### Check list for considering approval of Preliminary drawings

S. No.	Description	Remarks
1.	Name of KV	
2.	Land Area- as per norms	
3.	Permanent/ Lease deed	
4.	Any Nallah/structure/HT LT line shown in layout	YES/NO
4.	No. of rooms- as per norms	YES/NO
5.	Size of rooms- as per norms	YES/NO
6.	Corridor	YES/NO
	Singly Loaded- 2.1 mtr	YES/NO
	Doubly Loaded- 2.4 mtr	YES/NO
7.	Ramp at all floors	YES/NO
8.	Toilets as per NBC norms	YES/NO
	Girls	YES/NO
	Boys	YES/NO
	CWSN	YES/NO
9.	No. of exits- as per fire norms	YES/NO
10.	No. of staircase- as per fire norms	YES/NO
11.	Other Infrastructure facilities available - as per norms	YES/NO
12.	Height of Boundary Wall- 1.8 mtr including MS grill on front side and concertina coil on other side	YES/NO
13.	Comments on layout plan	YES/NO
14.	Elevation Available	YES/NO
15.	3D Available	YES/NO
16.	Color scheme as per KVS	YES/NO

**Check list for considering approval of Estimates**

<b>S. No.</b>	<b>Description</b>	<b>Remarks</b>
1.	Name of KV	YES/NO
2.	Approval of Drawings by Competent Authority as per KVS Norms.	YES/NO
3.	Confirmation of Space norms and facilities provided as per KVS norms (Check list as attached appendix A).	YES/NO
4.	Any local body approval required may be indicated in DPR with time schedule.	YES/NO
5.	Specifications followed - KVS specifications.	YES/NO
6.	Estimate based /DSR rates.	
7.	Cost Index.	
8.	Certificate of market rates. Available	YES/NO
9.	Certificate of Green building norms Available	YES/NO
10.	Height of Boundary Wall- 1.80 mtr including MS grill on front side and concertina coil on other side.	YES/NO
11.	Type of foundation	
12.	Mix design	
13.	length of internal campus drainage.	
14.	length of internal roads/ specification.	
15.	Site development to make land suitable	
a)	Retaining wall (cost)	
b)	Earth filling (cost)	
c)	Covering of nallah any (cost) Design	
d)	Removal of LT/HT line if any (cost)	
e)	Dismantling any structure on site (cost)	
16	Campus development (cost)	
17	Structure drawings Available	YES/NO
18	Randomly checked measurement	YES/NO
19	Comments on Estimate	

**KENDRIYA VIDYALAYA SANGATHAN**

Inspection of land earmarked for transfer/leasing by the Sponsoring Authority in favour of KVS for construction of school building and staff quarters etc.

**LAND SUITABILITY REPORT**

- Name of Kendriya Vidyalaya : .....
- Sponsoring authority address & Telephone No. : .....  
.....  
.....  
.....
- Date of inspection of proposed land : .....
- Authority vide which inspection was carried out (Ref. No. & date) : .....
- Legal title holder of the proposed plot : .....
- Area of land identified for transfer to KV (in acres) (if more than one piece, indicate separately) : .....
- Location of land village/Dist./Khasra No.(Please attach survey plan showing area of land and boundaries) clearly indicating Urban/Rural Area etc. : .....
- Mode of transfer of proposed land : Lease basis/permanent grant basis
- Distance between the present KV & identified land : .....
- Approach road to land and its condition : .....
- Distance from the main city/town/habitable area and availability of public transport : .....
- Whether plot is in forest area full or part of trees/bushes etc. (mention clearly instead of yes or no) : .....
- Terrain of the land (plain, undulated, sloppy, hilly etc. up to what extent) : .....
- Whether the plot is low lying requiring filling and if so what extent : .....

- Whether the plot remain submerged in water causing marshy conditions and if so what extent : .....
- Whether any nallah is passing through the land (If so details) : .....
- Whether any public road (Katcha/pucca) passing through the land (if so details thereof) : .....
- Whether HT/LT, electric lines/poles and (if so details may be given) : .....
- Whether electric supply is available in the vicinity with approx. distance : .....
- Availability of drinking water supply and sewage disposal line of the Municipality/Cantt./Board/MES etc. in the vicinity : .....
- Status of availability of ground water in the proposed plot (Whether potable or not) and water level of the area : .....
- Requirement of tube well to be installed by KVS : .....
- Whether any encroachments noticed on land : .....
- Whether any structures standing on the land, if so, its type, age, usefulness to KV with copy of line plan of accommodation available : .....
- Whether the sponsoring authority prepared to demolish outlives/dilapidated structures before transfer of land at their own cost (obtain written commitment) : .....
- Attach survey map clearly marking survey nos, boundaries of proposed land, roads, structures, HT/LT lines, encroachment, underground pipes, trees etc. : .....
- Any-other relevant information in support of land : .....

## OVERALL ASSESSMENT/RECOMMENDATIONS OF THE COMMITTEE

(Strike off matter which is not applicable)

- i) The plot of land is found suitable by the committee for construction of school building, staff quarters, sports facilities etc., hence recommended for acceptance (please see the notes on page-4 carefully before recommending suitability)
- ii) The site is not found suitable in view of the following drawbacks, hence not recommended:
  - (a)
  - (b)
  - (c)
- iii) The site can be made suitable subject to following which are to be carried out by the sponsoring authority at their own resources for which sponsoring authority has agreed in writing, hence recommended for acceptance
  - (a)
  - (b)
  - (c)

### INSPECTING COMMITTEE

No.	Name of Officer & Designation	Address & Contact Number
Signature		

#### Notes:-

- The plot of land identified/offered by the sponsoring authority should be inspected by a committee of officials including Deputy Commissioner, KVS, concerned Region, representative of CPWD / MES / other empanelled Construction Agencies, Chairman, VMC and Principal, concerned KV.
- Plot of land having trees should not be recommended as obtaining permission for cutting of trees by sponsoring authorities consume considerable time.
- If the plot of land is considerably low lying, earth filling should be done by the sponsoring authority, before accepting the plot.
- Nallah and electric line, if any; passing through the plot of land should be got diverted by sponsoring authority before accepting the land.
- Plot of land should be free from encroachment, unauthorized buildings/ Jhuggi-Jhopris constructed, disputes, litigations and court cases etc.
- Before recommending suitability of land clear written commitment from concerned sponsoring authority should be obtained in respect of provision of pucca approach road to

the plot of land, provision of drinking water point and electric power supply point upto the boundary of plot of land.

### **Guideline for construction of infrastructure in KVs - source of fund external**

- Source of funding:
- 1- North Eastern Council
  - 2- MPLADS/MLA funds
  - 3- Various ministries, other than MoE
  - 4- CSR initiatives etc.

To ensure a consistent approach in the utilization of funds, it is recommended to adhere to the following guideline:

1. Upon receiving a construction proposal, the Kendriya Vidyalaya (KV) in question will conduct a thorough evaluation to determine its potential benefits and necessity. This process ensures that any development undertaken aligns with the KVS objectives and provides tangible improvements to the educational.
2. If found relevant as per KVS norms, may be forwarded to DC, KVS, RO for his comments.
3. DC, KVS, RO shall examine the proposal and send it to KVS (HQ) with his recommendations.
4. In the execution of projects, it is crucial to ensure that the academic environment remains undisturbed. KVS will not bear any liability for the project.
5. The project so approved shall be fully funded by the external funding agency and in no case any sharing partially or wholly be made by KVS availability of sufficient funds with the external agency shall be fully ensured before start of such projects at site.
6. The work shall be executed in accordance with Chapter-5: Works of GFR 2017 and the selection of construction agency shall be as per Rule 133 of GFR 2017.
7. All such proposals shall be based on sound engineering practice and shall be executed under strict supervision of technical experts as per CPWD specifications. The drawings & designs should be vetted through IIT/NIT/Govt. Engineering College. A set of same to be handed over to the Principal before start of work.
8. Prior approval of layout Plans (LoP), Drawings etc. from KVS HQ is must and no deviation from it shall be made.
9. Any infrastructure inside the campus shall be as per the specifications of KVS and shall commensurate fully with the landscape of KVS.
10. All the safety measures should be taken by Construction Agency and construction areas to be barricaded properly.
11. Works are to be executed at site during the period with the permission of Principal without disturbing the any of the school activities.
12. Third Party Quality Monitoring during the execution of the project shall be done by IIT/NIT/reputed Govt. Engg. College.
13. The infrastructure after completion shall be handed over to KVS. The infrastructure shall be taken over in the same manner following the set procedure of KVS.
14. KVS shall take over the infrastructure so constructed only after Structural Stability Test conducted by IIT/NIT/reputed Govt. Engg. Collage. A copy of the said report shall also be handed over to taking over committee.
15. All the infrastructure so constructed shall be property of KVS and shall be used for KVS students/ staff only without any condition. However further maintenance of such infrastructure shall be done by KVS.



## MEMORANDUM OF UNDERSTANDING

Between

**Kendriya Vidyalaya Sangathan**

And

**Central Public Works Department**

To undertake construction and major repairs/ maintenance of Kendriya Vidyalaya Campuses, School building, staff quarter, KVS(HQ), Regional Offices, ZIET, etc.

This Memorandum of Understanding, hereinafter called MoU, signed on ..... (indicate DD/MM/YYYY) between Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, new Delhi -110016, represented by Additional Commissioner (Admn.) KVS (HQ), New Delhi- 110016, hereinafter referred to as KVS, on the one part and

Central Public works Department, Ministry of Urban Development, Government of India, Nirman Bhawan, New Delhi, represented by the Deputy Director General (Works), CPWD, Nirman Bhawan, New Delhi, hereinafter to as CPWD, on the second part.

Whereas KVS intends to collaborate with CPWD for availing their services as Executing agency “to undertake construction and major repairs/ maintenance of Kendriya Vidyalaya Campuses, School Building, Staff quarter, KVS(HQ), Regional Offices, ZIET, etc.” Hereinafter referred to as Work, and

Whereas CPWD has agreed to undertake the execution of the work mentioned above on “Deposit Basis”.

Now, therefore, the parties to this MoU agree to the following.

School building ‘A’ type 02 section with facility of Ramp (Area – 4800 to 5000 Sq. mtr. Approx. **(A copy of space norms is as per Annexure - I)**

Green Building Standards, Accessible India Provisions and Bala provisions should be implemented by the construction agency in the construction of school buildings.

9 Unit Staff quarters

(Type II – 4 Nos., Area – 70 sq mtr.)

Type III – 4 Nos., Area – 80 sq mtr.)

Type V – 1 Nos., Area – 200 sq mtr.)

However, a separate sheet giving full details of ideal KV campus is enclosed as per **Annexure - II.**

**Minor works:** Ancillary campus works. Addition/alteration to buildings constructed by CPWD.

**Special repair works:** Repair works of KVS assets irrespective of building constructed by CPWD are carried out as per need base and estimates are obtained from CPWD by the concerned Principal of KV.

Whereas CPWD has agreed to undertake the execution of the work mentioned above on “Deposit Basis”.

Now, therefore, the parties to this MoU agree to the following.

### **Aim**

"These instructions aim to focus on various policy issues for effective management of Kendriya Vidyalaya works to ensure their completion with utmost economy, quality and within prescribed time and cost parameters.

### **Transfer of Land**

KVS acts for planning and construction of permanent school building work only after the land has been transferred in the name of KV, and the land taken possession of by the Principal.

### **Responsibilities of CPWD: -**

1. CPWD shall execute the work from concept to commissioning as per the scope of work given by KVS and complete it within a specified period i.e., 24 months (From the date of entrusting the work) in case of major works. Time period may be suitably modified with consent of both parties depending upon requirement of work.
2. CPWD shall be responsible for the structural stability, quality, and aesthetics of the buildings.
3. Where so required, CPWD shall submit an enabling estimate to KVS for preparation of Survey of site, Soil investigation, Preparation of preliminary drawing along with the specification and detailed estimate. This amount will be adjustable against the AA and ES subsequently accorded by KVS for the work.
4. KVS shall sanction the enabling estimate and release the funds as per the sanction to CPWD.
5. CPWD shall prepare a detailed project report (Comprising site survey plan, soil investigation report, preliminary drawings detailed estimate for Administrative approval and expenditure sanction purpose.
6. KVS shall release further deposits to CPWD on the basis of monthly expenditure report and progress of work, preferably submitted by CPWD in the KVS format (**Annexure – III**) and uploading the data in KVS **GIS Portal** within two weeks of request from CPWD.
7. CPWD shall obtain statutory approvals and clearances from the local bodies on behalf of KVS. KVS shall extend the support to CPWD in getting the approvals & clearances.
8. CPWD shall submit working architectural drawings and program for completion of work as per approved DPR to KVS for approval.
9. CPWD shall prepare all architectural and structural drawings, bills of quantities, specifications, tender documents for execution of work.
10. CPWD shall complete the work within the specified period mentioned above. In case there is any delay in activities to be carried out by external agencies or due to factors beyond the control of CPWD, the time for completion of the work will be suitably modified and the same will be intimated to KVS along with reasons thereof.
11. CPWD shall make all efforts to complete the work within the approved estimated cost. However, CPWD does not bind itself to complete the work within the estimated cost. Any likely

cost overrun shall be intimated with justification thereof to KVS for approval before incurring additional expenditure. CPWD shall submit a detailed estimate with justification to KVS, if the actual expenditure on the work exceeds by more than 10% of the AA and ES amount.

12. Compensation levied by CPWD on the contractor for delayed completion of work shall be at the rate prescribed by the GCC and shall be credited to the accounts of KVS.

13. CPWD shall finalize accounts, and intimate the final cost (**Annexure – IV**) of the work to KVS in the format of KVS through Principal within 6 months of completion of work.

14. CPWD shall return the balance amount to KVS within 6 months of completion of the work , if the amount deposited by KVS is more than the actual expenditure on the work. No interest shall be paid by CPWD on deposited amount.

15. CPWD shall hand over the completed buildings to the Principal concerned along with a set of completion drawings, service plans and completion certificate.

16. The defect liability period shall be 12 months from the date of completion for works costing more than Rs. 10 lakhs as per CPWD General Conditions of Contract for CPWD Works.

17. CPWD shall reply to and comply with the observations pertaining to work by Chief Technical Examiner, Auditor General, Internal Audit of the Ministry of Urban Development, and other statutory authorities.

18. CPWD shall defend all arbitration proceedings and court cases related to execution of work. The decision of the competent authority in CPWD to accept or challenge the arbitration award or order of the court or tribunal will be final and binding on KVS.

19. CPWD shall comply with provisions of all the statutes applicable to construction activities and KVS shall have no liability in this regard.

20. CPWD will take over unhindered possession of land and ownership documents from the concerned KV before award of work. Further, CPWD may take responsibility for demolition or disposal of existing building and structures, if required. The administrative clearance for such demolition/disposal will be given by the concerned KV.

21. CPWD shall co-ordinate with KV to provide site/space for execution of work and/or erection of site office, store yard, labour huts, and groundwater extraction facility temporarily in the campus near the place of construction, free of cost to the contractor, however cost of boring will be borne by contractor. CPWD shall remove such temporary structures on completion of work.

22. CPWD shall co-ordinate with the concerned KV to provide security clearance and access to contractors' materials and labour to the site of work; and electricity connection on payment of normal charges.

### **RESPONSIBILITIES OF KVS**

1. KVS shall accord sanction to the enabling estimate and release the fund as per estimate.

2. KVS shall provide the scope of work and requirements to CPWD for preparation of preliminary drawings of the work; and accord approval of the preliminary drawings.

3. KVS shall accord AA and ES based on DPR submitted by CPWD and will release 10% of AA&ES at the time of award of work.

4. To avoid blocking of the fund and optimum utilization of fund, the following methodology shall be adopted for the release of funds to CPWD by KVS.

a) Sanction of funds as per enabling estimate submitted by CPWD or initially Rs. 20.00 lakh for preparation of DPR. This amount will be adjustable against the AA and ES subsequently accorded by KVS for the work.

b) 10% amount of AA&ES at the time of award of work.

c) Further funds will be released by KVS on the basis of the monthly progress reports to be sent by EE concerned in the KVS format.

5. KVS shall provide necessary assistance to CPWD for obtaining statutory approvals and clearances from the local bodies concerned.

6. KVS shall approve conceptual architectural drawings and program for completion of work. KVS will not unilaterally change the working drawing.

7. KVS shall release further deposits to CPWD on the basis of monthly expenditure report and progress of work, preferably within two weeks of request from CPWD.

8. KVS shall ensure that adequate funds are available with CPWD for execution of the work since CPWD has no funds of its own for investment. In case KVS fails to provide funds as per requirements, it may be necessary for CPWD to suspend/ abandon the work. In such eventuality, the KVS shall be solely responsible for all the consequences arising out of such stoppage/abandonment of work including claims of contractors for compensation/damages.

9. KVS shall accord approval for cost overrun where reasons and justifications are given by CPWD, and provide additional funds to complete the work. KVS shall accord A/A & E/S to the revised detail estimate if the actual expenditure on the work exceeds by more than 10% of the AA and ES amount subject to proper justification submitted by CPWD. Prior approval of KVS to be obtained by CPWD for items to be executed beyond the scope of the work sanctioned by KVS.

10. KVS will release funds to CPWD up to AA&ES and if the expenditure is within 10% of A/A & E/S, balance funds will be released by KVS to CPWD within two weeks after submission of completion report through Principal in the KVS format to settle the account in one go.

11. KVS shall enlarge cost originally stipulated if it becomes necessary to make changes in the approved drawings or any other change of scope of work with prior approval of KVS.

12. KVS shall provide funds to CPWD for making payment of all amounts which may be decreed by a court of law, tribunal or by award of an arbitrator in relation to the work, irrespective of KVS not being a party before the court, tribunal, or arbitrator. Such payment will be in addition to the payments made to the contractors for the execution of work.

13. KVS shall designate a nodal officer for coordinating and communicating with the Director (PM&PG) CPWD, Nirman Bhawan, New Delhi. He will be authorized to take decisions and assist CPWD in the completion of the work

## **5. Time Schedule**

The following time schedule shall be adhered to for Major works of school buildings:

Pre-tender activities      03 months.

Tender activities              03 months

## 6. Monthly Progress Report (MPR)

1. Monthly Progress Report of work as per format of **Annexure – III** will be sent by the EE, CPWD direct to KVS
2. One copy of progress report be sent to Principal of the KV for onward submission to KVS (HQ) with the sufficient no. of photographs to avoid delay in release of fund.
3. Flow of funds for a project from KVS is strictly based on timely submission of monthly progress report by the CPWD and uploading the data on KVS **GIS portal**.

## 7. Stipulated date of completion (SDC)

1. SDC will be intimated to KVS by EE, CPWD. Any extension of SDC will be intimated to KVS with reasons promptly after granting such extension.
2. Changes in SDC due to any other reasons will be promptly informed to KVS by the CPWD.

## 8. Monitoring of Projects

The project will be monitored by a committee constituted at the school level under the Chairmanship of Vidyalaya Management Committee. Inspection may be done by officers of Kendriya Vidyalaya Sangathan, Regional Offices as well as Kendriya Vidyalaya Sangathan (HQ).

Third Party Quality Assurance (TPQA) to be carried out through IITs / NITs/ Govt. Engineering college at the stages of 25%, 50%, 75% and 100%. for works costing more than Rs. 20.00 Cr. For works costing less than Rs. 20.00 Cr, quality assurance work through quality assurance division of SDG concerned.

## 9. Completion Report

1. As soon as the work is completed, a formal completion report should be issued to the Principal of concerned KV for taking possession of the building
2. Formal Completion Report certifying completion of the entire scope of work in the KVS format (**Annexure – IV**) will be submitted by EE, CPWD through Principal, KV within six months of its completion along with a set of completion drawings, service plans, copies of test reports during construction stage, completion certificate will be handed over to KV for future reference.
3. Handing over complete building must be through monitoring committee constituted by the Principal KV concerned.
4. Inspection of the building should be carried out at least a month before completion. All noted defects/ left out works rectified/executed before the building is handed over.
5. Final Expenditure statement after the completion of work bringing out savings/excess, if any, in the project, after necessary payment adjustments are made will be submitted by EE, CPWD as per format to KVS through the Principal of concerned KV. Surplus funds will be refunded to KV immediately.

## 10. Defect Liability Period

All defects occurring or noticed during the defect liability period, as intimated by the Principal of Vidyalaya should be rectified before the expiry of said period. Accumulation of such defects giving rise to serious maintenance problems should be avoided.