

Sl No	Category	Item name	Specifications	Quantity	
1	Marketing and Branding	Advertising, Designing, Printing and Media for the School	Print Media Marketing including content creation.	As per School Guidelines	
A			Digital Media Marketing including content creation.		
B		Fixed and Permanent Signages	Social Media Marketing		
C		Website upgradation and maintenance	To design and install permanent signages		Content creation, video poster creation with regular updation and posting on daily basis.
			To upgrade the existing school website and to maintain constant updation as per cbse norms including design and content creation. To also continue to take care of existing host facilities		Cinema Marketing
					Radio Marketing
					Designing, Printing, Installation and Maintenance of Hoarding, Signage
D		Student admissions Marketing and placement	To market school and increase student numbers to twenty folds in one year.		Designing, Printing of Flyers, Brochures
	Signanges, hoardings, unipoles				
2	Transport services	School Bus (Outsourced)	35/15-seater non-AC / AC Bus/mini-Bus with full proper RTO clearances as per norms, route permit, compliant with CBSE norms & local laws for school bus on hire. All vehicles shall be equipped with CCTV and GPS.	35 seater – 1	
			Trained Driver, One Female Attender with stipulated uniform, name badge, identity card to be provided by service provider. Minimum driving experience=5 years of which minimum school bus driving experience=3 years. Provision of Fuel, Maintenance, and all statutory requirement updation of vehicle will be the responsibility of Service Provider and shall be updated regularly. Driver Age shall not exceed 50 years and his standard eye vision shall be 6/6.	15 seater–7	
			Fees collection from parents will be sole responsibility of Service Provider.		
			Will be providing a backup vehicle in case of all sudden vehicle breaks downs.		
3		Car	AC 4+D seater car with proper RTO clearances as per norms on 24-hour basis on hire.	1	
			Provision of Fuel and trained Driver will be the responsibility of Service Provider. Minimum driving experience=5 years		

4	Furniture and Fixture	Class Room Soft Board	4x6 ft (h&w) Size	55
		Class Room White Writing Board	4x6 ft (h&w) Size	8
		Class Room Green Writing Board	4x3 ft (h&w) Size	30
		White Writing Easel Board with Stand	3x4 ft (h&w) Size	20
		Student, teacher, admin storage lockers	Movable storage metal lockers , shelves, Library books storage etc	As per requirement of school
5	Furniture and Fixture	Outdoor and Indoor Kindergarten Play Area Setup Grill Installation	For Kindergarten and Primary School Children For passage ways, Windows and open areas	As per no. Of open area and windows
6	Furniture and Fixture	Window Shed Film Window blinds	To Protect the Sunlight entering into the 25 Class Rooms	
7	Computer Peripheral	Laptop	System Configuration shall be minimum Intel Core i3 (6th Gen Processor) with updated Windows System, Minimum 1 TB HDD , 15.6 " display, minimum 4 GB DDR4 RAM and AMC Service shall include for post Warranty / Guarantee period	50
8	Computer Peripheral	Desktop	System Configuration shall be minimum Intel Core i3 (6th Gen Processor) with updated Windows System, minimum 1 TB HDD , Minimum 17 " display, minimum 4 GB DDR4 RAM and AMC Service shall include for post Warranty / Guarantee period	50
9	Computer Peripheral	Xerox cum Printer	1 Big Network Printer cum heavy duty Xerox machine. AMC Service shall include for post Warranty / Guarantee period Color Printers, laser black and white printers	2
10	Software	School ERP	ERP Application for Data management of School. Application shall included all Hardware and Software requirement and AMC Service shall include for post Warranty / Guarantee period	1
11	Electrical Equipment	CCTV	Networking CCTV for Safety surveillance in campus with Centralized Data backup and View system at Principal and Security Chamber	50 CCTV Camera
			Split Air Conditioner (3 Ton), (1.5 ton)	25
			Window Air Conditioner (1.5 Ton)	25

12	Electrical Equipment	Air Conditioner	It includes, Supply, Installation (all inclusive of wiring and other required material from main line to AC) and maintenance of Product. AMC Service shall include for post Warranty / Guarantee period	
13	Electrical Equipment	Digital Class Room Setup with Server	Inclusive curriculum right from Nursery to Grade 12	15
14	Electrical Equipment	LED FLOOD LIGHT	LED Flood Light shall be 200 W and Includes the Installation and Connection.	50
15	Electrical backup services	Generator on hire / Purchase	62.5 KVA Diesel Genset with Noise Muffler, and compliant with Pollution Control & Green Environment norms including Installation, Connection and Maintenance. (In case of Hire Services, Running, Provision of Diesel will be the responsibility of Service Provider.)	1
16	Student Resources Student/ staff Uniform	Toys and Resource including traditional games with equipment To customize , distribute and design Student/ staff uniform	Toys , montessori, indoor sports and educational Resources for Kindergarten and Primary Sections	
17	Office Administration	Stationery Supplier	Supply of all Office and Student stationeries	
18	Office Administration	Printing and Stationary	Printing and Stationary supplier for printing of School Diaries, Almanac, Handbooks, Curriculum delivery, Certificates ,letter heads, Exam Answer Sheet, Stock, Lab, Library, Art and craft Material,Attendance, Visitors Registers, News Letters, Year, marketing collateral, schoolMagazine, Exam Answer copies, question papers, reportcard etc	
19	Drinking water RO AMC	To offer AMC services including repair, servicing, Candle replacement	Fixed signages design and installation	1
20	Life skills Lab	Life skills Lab	Setup of Life skills Lab with development of curriculum Including Resources and Trained manpower to implement	1
21	Housekeeping	Staff	Trained and well behaved janitors for housekeeping activities. Staff to also act as attendants for preprimary students and office work. To be responsible for providing backups for absenteeism at work.	4 Females and 4 Males (Quantity may be increased or decreased as per requirement)
22	Security	Guards	Will be responsible for their training and grooming. To be responsible for providing backups for	2 (12 hours shift , Quantity may be increased as per requirement)

			absenteeism at work.	
23	Electrician and Plumbers AMC		To maintain all hardware in proper working condition always.	
24	Fumigation and Pest Control AMC		To ensure Sanitization, cleaning of water tanks and pest control activity is done at regular intervals.	
25	Cafeteria Services		To ensure subsidized hygienic , nutritious, veg prepackaged food is catered for students and staff	FSSI requirement mandatory
26	Ground maintainence including landscaping	To ensure the play ground is well levelled and plants and flower beds are well laid and proper landscaping is maintained		
27	Event management	To customize outdoor/ indoor events as per necessary stage and auditorium setting	Example graduation, farewell, annual days, sports day, festive celebration, organizing and hosting MUN, YLP etc. Includes scripts, speeches, training, artifacts, props etc	
28	Special educator sensory room	To provide special educator services and to provide all necessary equipments and set up sensory room for special students	To customize batteries, diagnostic tests and offer services for varied type of special students. Must be RCI approved. Must create SOP and monitor growth and review reports with Principal	
29	Data Handling and Typist	To provide data feeding services as per CBSE guidelines and to work as typist to support academic department	To be experienced in handling ERP, OASIS, UDISE, EXAM cell , SAFAL, SQAA of CBSE	
30	Academic& Admin Activities		To design school calendar as per CBSE norms which includes all activities	
	1) Quality Assurance and SOP	To design whole quality assurance and audit school policies and to ensure the same is closely monitored. To set up Quality assurance cell and inspection unit by subject experts for whole school. To prepare feedback observation and follow up reports and to be sent to Principal for review and discussion To prepare Academic and Admin policies. To prepare management policies and school administration policies. To design articles of association, memorandum of association. To design formats for various services and roles.	To ensure all formats are customized for all activities of school	
	2) HR policies , Staffing and Recruitment policies	To prepare a 360 degree HR policies and ensure an appraisal review is conducted together with Principal and reports are presented to Principal for review.	To ensure all reports are prepared to Principal and reviewed	
	3) Admin and Operations policies	To ensure proper policies for admin operations, IT including category IV are prepared and monitored with reports to be sent to Principal for review.		

	4) Training cell	To establish a training policies and training calendar for the whole school wherein cbse resource trainers will be selected to train faculties and staff for whole school. Post training the effectiveness of training to be measured Training reports will be prepared after every training and submitted to Principal		
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