

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION : CARE TAKING BRANCH  
ROOM NO. 229, OLD SECTT., DELHI -54, TE;-23890269

No.F

To

M/S \_\_\_\_\_

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**Subject: Tender for engagement of Private Sanitation agency for providing sanitation services in approximately 632 (six hundred and thirty two) Govt. Schools of Directorate of Education.**

Sir,

Sealed quotations are hereby invited for the annual contract for providing sanitation services in 632 (approximate) Govt. Schools of Directorate of Education. Govt. Of NCT of Delhi located in Delhi/New Delhi. Instructions and terms & conditions in respect of tender are as under: -

1. This Tender document is non-transferable.
2. The Tender will be in two parts i.e. (i) Technical Bid (Annexure -I) and (ii) Financial Bid (Annexure-II). Financial Bid shall be opened in respect of those tenderers who qualify for Technical bid.
3. The Technical Bid form should be accompanied by Bid Security of Rs.10,00,000/- (Rs. Ten Lakh only). In case of those tenderer who has downloaded the tender documents, cost of tender form should also be attached with technical bids failing which further examination of technical bids would not be carried out and the tender would be rejected summarily. Tender forms duly completed and sealed in two separate envelopes clearly indicating "Technical Bid" and "Financial Bid" and further sealed in one big envelope should be deposited in the tender box well before the date and time indicated in the NIT. . Tenders received after the prescribed date and time shall not be considered. The Technical

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Bids will be opened in the room of Additional Director of Education (Finance) as per prescribed date and time indicated in the NIT.. The rates offered in the tender shall be valid for a period of two years from date of award of contract but director of Education shall have the right to call for fresh tenders before that in case he/she feels it necessary to do so in public interest. Technical Bid and Financial Bid form must have all the details filled in properly with required documents attached.

4. The tender form should be clearly filled in ink or legibly typed. The tenderer should quote the number, rates and amount tendered by him in figure as well as in words. Alterations unless legibly attested by the tenderer should disqualify the tender. The tender should be signed by tenderer him self/ herself. The forwarding letter should be signed alongwith quotations. Attested copies of the Registration number of firm, Licence No, under contract Labour Act, Provident Fund Account Number allotted, Satisfactory Performance Certificate issued by the agencies/organization concerned where such type of works have been performed by the contractor earlier, Registration No. from Service Tax Deptt., should be attached. The rate inclusive of all taxes/levies. The tenderer should himself responsible for adhering to various provisions of Minimum Wages Act, Contract Labour Act and other statutory Provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Uniform allowance etc.

5. In Technical Bid, the tenderer shall produce ESI,EPF,Work Contract Cell registration certificate issued by Department of Trade & Taxes, registration with Labour Department of Govt. of Delhi under contract Labour(Regulation & Abolition) Act, 1970, Registration Certificate from Service Tax Deptt., PAN No. & experience (Minimum three years in Govt. Departments) details.

6. In Financial Bid the tenderer shall only quote the cost or charges of work to be undertaken along with material.

7. The tenderer must have a turnover of not less than Rs.50,00,000/- (Rupees fifty lakh only) per annum in sanitation work only and turnover should be certified by Chartered Account for the financial year 2003 -04,2004-05 & 2005-06 and furnish the proof thereof(Profit & Loss Account, Balance -sheet audited by Chartered Accountant.).

8. Sanitation work of each school should be completed 30 minutes before the start of each session i.e. morning and after recess. Cleaning of covered area as well as open area should be done twice a day. However, cleaning of Toilet Blocks to be

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carried out as per following norms:

<u>Sl.No</u>	<u>Enrollment of Students</u>	<u>Frequency of cleaning</u>
a)	Upto 500	Twice a day.
b)	501 to 999	Four times a day.
c)	1000 to 1499	Six Times a day.
d)	More than 1500	Eight Times a day.

9. Payment to contractor will be made as per following ; -
- In r/o category (a) at para-8 above, monthly payment will be = covered area X rate of covered area per sq. meter per month+ open space area X rate of open space area per sq. meter per month + area of toilet block X rate of toilet block per sq. meter per month.
  - In r/o category (b) at para-8 above, monthly payment will be = covered area X rate of covered area per sq. meter per month+ open space area X rate of open space area per sq. meter per month + 2 X (area of toilet block X rate of toilet block per sq. meter per month.)
  - In r/o category (c) at para-8 above, monthly payment will be = covered area X rate of covered area per sq. meter per month+ open space area X rate of open space area per sq. meter per month + 3 X (area of toilet block X rate of toilet block per sq. meter per month.)
  - In r/o category (d) at para-8 above, monthly payment will be = covered area X rate of covered area per sq. meter per month+ open space area X rate of open space area per sq. meter per month + 4 X (area of toilet block X rate of toilet block per sq. meter per month.)
10. The firm/company must have a minimum strength of 300 regular employees on the date of opening of Tender and furnish proof thereof i.e. ESI,EPF contribution or any other document which clearly indicate the no. of employees of the firm).
11. The contractor should submit a copy of registration certificate obtained under Contract Labour (Regulation & Abolition) Act, 1970 pertaining to any other Govt. Agency.

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12. No contractor shall withdraw the tender during the process of finalization of the tender or until the tender is finalized. In case they withdraw from the tender during its process, their Bid Security will be forfeited.
13. Every paper of the tender should be signed by the tenderer with the seal of the Agency/Firm/Company.
14. The following information will be indicated on the envelope or cover:
  - (a) Closing date of tender.
  - (b) Tender for sanitation services.
  - (c) Technical Bid or Financial Bid.
  - (d) Name of the firm.
  - (e) No. of NIT.
  - (f) Forwarding letter should clearly indicate the list of enclosers.
15. The Tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.
16. The bid security will be liable to be forfeited, if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender.
17. The department will deduct Income Tax at source under section 194 -C of the Income Tax Act, 1961 from the contractor @ 2% of such sum as Income Tax on the income comprised therein.
18. The successful tenderer should have to submit Performance Security of Rs. 25,00,000/- (Twenty five Lakh Rupees only) by way of bank guarantee in favour of Director of Education, Delhi. Under normal circumstances, this amount will be returned only after the expiry of the contract with Dte. Of Education. In the event of any apparent violation or contravention of any terms and conditions contained herein by the contractor during the period of contract, the said performance guarantee shall be forfeited by the Directorate. No interest shall, however, be payable by the Directorate on the performance security.

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19. The department reserves the right to cancel/reject full or any part of the tender which tenderer do not fulfill the condition stipulated in the matter.
20. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
21. Any act on the part of the tenderer to influence anybody in the Department is liable to rejection of his tender.
22. The contractor shall provide a non-judicial stamp paper of Rs. 100/- for preparing a Rate Contract Agreement.
23. That the contractor shall comply with all the legal requirements and for obtaining license under Contract Labour(R&A) Act, 1970.
24. Only female sweepers be deployed to clean girls toilets.
25. The safai Karamcharies should behave properly and should always comply with the direction of Incharge of the offices/schools.
26. That the agency staff shall be available all the time as per their duty roaster and they shall not leave their place of duty without prior permission of Head of School.
27. That the agency shall be responsible to provide immedia te replacement in place of any safai Karamchary, who is not available for duty at the place of posting and such other addl. Staff a may be required for additional area for which prior information have been given.
28. That the agency staff shall work under overall supervision and direction of this Department's Administration.
29. Quotation must be unconditional.

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30. The Department shall have the right to ask for the removal of any person of the agency, who is not found to be competent in the discharge of his duty.
31. The agency shall not engage any sub-contractor or transfer the contract to any other person(s) in any manner.
32. The Head of School will evaluate the performance of sanitation work and will issue a satisfactory report accordingly every month.
33. Once in a week extensive cleaning be done in presence of Head of School or such official authorized by HOS to supervise the same.
34. The payment to agency/contractor will be made on monthly basis on receipt of satisfactory certificate from Head of Schools/ Education Officer.
35. In case of complaint (written/telephone) with regard to non-payment of wages to sanitation staff by the agency/contractor, Dte. Of Education will have the right to take appropriate steps including termination of the contract and forfeiture of performance guarantee.
36. That payment of bills in respect of Schools during summer vacation, Dusshara & Deepavali holidays etc will be based on actual work done as certified by Head of Schools.
37. Electricity & Water required for sanitation work will be provided by schools concerned. However, the material for sanitation work (of ISI standard) would have to be provided by the contractor/agency himself.
38. That the tender not conforming to above requirements will be rejected and no correspondence thereof shall be entertained what so ever.

Duties of Safai Karmcharies be as under: -

**Safai – Karamcharies**

- (a) Sweeping office/school rooms including attached rooms and space mentioned as per allocation of the Department/Head of School.
- (b) Sweeping, washing, scrubbing and swabbing etc. of the verandas vestibules and staircases and cleaning the articles lying therein, such as spittoons, fire fighting equipments etc.

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- (c) Sweeping open spaces like roads, courtyards, garages etc.
  - (d) Sweeping open spaces like lawns etc., swept extensively which includes picking papers bits etc., and by partial seeping, wherever necessary.
  - (e) Cleaning latrines, bathrooms, urinals etc as per norms given at Para No.8
39. Performance Evaluation: -
- (a) The contractor and all his staff deployed for sanitation work will work under the supervision of the Principal of the School.
  - (b) Appropriate records in reference to above shall be maintained by the contractor at his own cost.
40. In case of any dispute or difference, the award of the Arbitrator appointed by the Lt. Governor of GNCT of Delhi will be final and binding on the parties to the contract and the court at Delhi/New Delhi shall only have the jurisdiction over t he same.

Signature of Principal Employer

(Designation):

**ANNEXTURE-I**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: CARETAKING BR4ANCH  
ROOM NO.229, OLD SECTT., DELHI -54, TEL-23890269.**

**TENDER FORM FOR PROVIDING SANITATION SERVICES**

**TECHNICAL BID**

**Technical Bid form for providing sanitation services in approximately 632 Govt. schools of Dte. of Education, Govt. of NCT of Delhi.**

**(To be filled in by the Tenderer)**

(i) Name, Address of firm/Agency & Telephone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin-  
Telephone No:-

Self to attested  
Photograph of  
the Tenderer

2.Registration Number of the Firm/  
Agency/Company

\_\_\_\_\_

1. Names, designation, Address and  
Telephone No. of authorized person  
Of Firm/Agency to deal with

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 Please specify as to whether tenderer is a  
Sole proprietor/partnership firm, Name,  
Address & telephone no. of Director/  
Partners should be specified.

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_

5. Permanent Account Number(PAN) :

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- 6 Provident Fund Account Number and Authority with whom attached (Proof has to be attached) :
7. Service Tax Registration No. :
- ESI No. (Proof has to be attached) :
  - License No. under contract Labour (R&A) Act, 1970 issued by Labour Department of Govt. of NCT of Delhi (Copy of Certificate has to be Attached) :
10. Proof of turn-over as per Cl. No. 8 of Terms & Condition of Tender (Proof has to be attached) :
11. Work Contract Cell registration certificate number issued by Sales Tax Department of Govt. of Delhi.(Copy of certificate to be attached.) :
12. List of clients (year-wise for the last three years) :
13. Detail of Bid Security To be enclosed along with this Technical Bid) Amount: Bank draft/FDR No.: Date of issue:
14. Any other information :
15. **Declaration by the contractor: -**

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

Place: New Delhi  
Dated:

(Signature of Tenderer)  
Name:  
Designation:  
Address:

Phone No. (off.):  
(Res.):

**ANNEXTURE - II**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION : CARETAKING BRANCH  
ROOM NO.229, OLD SECTT., DELHI -54, TEL -23890269.**

**TENDER FORM FOR PROVIDING SANITATION SERVICES**

Financial Bid form for providing sanitation services in approximately 632 schools of Dte. of Education, Govt. of NCT of Delhi.

**FINANCIAL BID**

**(To be filled in by the Tenderer)**

1. Name, Address of firm/Agency & Telephone Number :

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Pin-

Telephone No.-

2. Registration Number of the Firm/  
Agency/Company: \_\_\_\_\_
3. Details/Particulars of the Bid Security  
should be enclosed alongwith  
The Technical Bid)

(Form for job-wise rates for sanitation work is enclosed)

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**JOB-WISE RATES FOR SANITATION WORKS**

<b>Job to be undertaken</b>	<b>Unit</b>	<b>Job – wise rates (with material)</b>
1	2	3
Sweeping in covered area	Per Sq. Mtr per month.	
Cleaning open space like lawns etc. swept extensively and which are kept clean by picking papers, bits etc. and by partial sweeping where necessary.	Per Sq. Mtr per month	
Cleaning Latrines, Bathrooms, urinals, etc. including the dressing rooms, passage etc., attached thereto and mirrors, dressing tables ad other articles contained therein.	Per Sq. Mtr per month. May pl. also give the Nos of articles contained in latrines, bathrooms, urinals etc.	

**Note:-** The job will be awarded to the lowest bidder after consolidation of rates/on the basis of consolidated rate quoted.

Tender shall be liable to be rejected if all the columns are not properly and completely filled up.

This Financial Bid form duly filled in should be sealed in a separate envelop inscribing “Financial Bid form for providing sanitation services on it and also mentioning name of the tenderer.

Conditional rates, if quoted, will not be accepted and the tender is liable to be rejected.

**Declaration by the Tenderer:**

This is to certify that I/we before signing this tender have read and fully understood all the terms & conditions and instructi on contained therein I/We undertake myself/ourselves to abide by terms & conditions.

Place : New Delhi

Dated:

(Signature of Tenderer)

Name :

Designation:

Address :

Phone No. (off.) :

(Res.) :