

**GOVT.OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION; CARE TAKING BRANCH**  
**ROOM NO: - 256, OLD SECTT.DELHI-110054, TEL: - 23890253.**

No.F.1/879/CTB/2019-20/289

Dated:- 25/02/2021

**ORDER**

**Sub.: Regarding providing of Sanitation workers in Govt. Schools under Directorate of Education.**

Approval of the Competent Authority is hereby conveyed to provide the Private Sanitation & Housekeeping Services with manpower, material and machines (as per enclosed Annexure A & B) in Govt. Schools and provide additional sanitation workers only wages according to Labour Law and material charges (as per Annexure - A) shall be paid in accordance with the terms & conditions specified in existing tender documents. The details of Govt. schools are given below:-

**Deployment of Private Sanitation Workers :-**

Sl No.	School ID	Name of the school	No. of sanitation workers	Cluster	Agency
1.	1001111	Hockey Astro Turf at GGSSS, Jhilmil	2	A	M/s Sainath Sales & Services Pvt. Ltd.
2.	1106281	GGSSS, Seemapuri, Delhi - 95	4	A	
3.	1515002	Hockey Astro Turf at Ashok Nagar, SBV	3	D	M/s Krystal Integrated Services Pvt. Ltd.
4.	1925402	SBV No.2, Molarband, New Delhi - 44	4	C	M/s ACME Excellent Management Pvt. Ltd.

**Deployment of Additional Private Sanitation Workers:-**

Sl No.	School ID	Name of the school	No. of Additional sanitation workers	Cluster	Agency
1.	1413342	School of Excellence, Sector - 23, Rohini	2	B	M/s Krystal Integrated Services Pvt. Ltd.

In the agency fails to meet the conditions of tender, penalty would be imposed by the HOS as per penalty clause of tender document and forward the same to concerned Zonal DDE through e-mail for finalization :-

**Penalty Clause No. 3.1:**

- (i) In case of the absence of sanitation worker (s) on any working day or the sanitation worker (s) found absent for any part of the day, i.e. during the defined hours of work as in 1 above, penalty equal to double the wages of number of worker(s) so absent on that particular day or Rs.1000/-, whichever is higher, shall be levied and same shall be deducted from contractor's bills.
- (ii) In case any complaint is received attributable to misconduct/misbehaviors of contractor's personnel, a penalty or Rs.1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further, the concerned contractor's personnel shall be removed from the system immediately.

- (iii) In case of un-satisfactory performance of the sanitation worker(s) deployed by the contractor at any particular schools/offices/stadia/sports complexes, observed by the concerned Head of School/Head of Office at any particular day(s), then a penalty of Rs. 2000/- will be imposed on the contractor on the first occasion. On the second occasion a penalty of Rs. 4000/- shall be imposed and on all subsequent complaints in that month penalty of Rs. 6000/- will be imposed on the contractor and shall be deducted from the contractor's bill. However if the unsatisfactory performance becomes a general practice, action to terminate the contract will be initiated as per the discretion of the Department.
- 3.2 In case the contractor fails to commence/execute the work as stipulated in the agreement or does not meet the statutory requirements of the contract, Director of Education reserves the right to impose the penalty as detailed below:-
- (i) 20% of cost of Order/Agreement per week, up to four weeks delays.
- (ii) After four weeks delay, the Department may cancel the agreement and get this job carried out preferably from other empanelled/approved agency at the approved rates or from the open market. The differential expenditure, if any, will be recovered from the defaulter contractor and the contractor also shall be black-listed for a period of four years from participating in such type of tender and his earnest money/security deposit would also be forfeited.
- 3.3 The contractor shall disburse salary to its deployed housekeeping staff inclusive of DA, if any, latest by 5th of every month, failing which penalty of Rs. 1000/- per day will be imposed upto 15th of respective month and for any further delay the contract shall be liable to be terminated. Security deposit/performance Bank guarantee shall be forfeited and bank guarantee/DD will be encashed. The Department will have the power to appoint any other agency for the housekeeping services at the risk and cost of the Contractor.

Accordingly, the above mentioned agencies are hereby directed to deploy aforesaid sanitation workers in Govt. Schools under Directorate of Education immediately to the receipt of this letter.

This issues with the prior approval of Director (Education).

  
(RAVINDER KUMAR)  
OSD (CTB)

Dated:- 25/02/2021

**No.F.1/879/CTB/2019-20/289**

Copy forwarded for information & necessary action:-

1. PS to Secretary (Education), GNCTD
2. PS to Director (Education), GNCTD
3. PA to J.D.E. (CTB).
4. RDE, DDEs & Zonal DDEs Concerned with the request to ensure the compliance.
5. HOS of concerned school for compliance the directions.
6. OS (IT) with the request to upload it in sanitation head of Deptt. Website.
7. Guard file.

  
(RAVINDER KUMAR)  
OSD (CTB)



Required monthly quantity for every 2000 students*		
S.No.	Item name	Quantity
1	Napthalene Balls	2 KG
2	Phenyl	7 Ltrs
3	Room Freshner	4 Nos.
4	Odonil	30 Nos.
5	Pump Spray	2 Nos.
6	Wiper (Large)	2 Nos.
7	Wiper (Small)	3 Nos.
8	Hand Wash (Dettol/Lifebouy)	30 Nos.
9	Harpic Triple Action	20 Nos.
10	Surf (Fena)	2 KG
11	Duster Full Size	24 Nos.
12	Duster Yellow	12 Nos.
13	Dustbin Plastic	6 Nos.
14	Dustbin Plastic with Cover	6 Nos.
15	Vim Powder	2 Kg
16	Lizol	5 Ltr
17	Scotch Brite	6 Nos.
19	Garbage Bag (25 kg capacity)	30 Nos.
20	Toilet Brush	5 Nos.
21	Broom (Bambu)	7 Nos.
22	Broom (Phool)	8 Nos.
23	Broom (Plastic)	2 No.s
24	Red Hit	3 Nos.
25	Black Hit	3 Nos.
26	Small pressure Pump	2 nos.
27	Mister Toll Brush	2 Nos.
28	Compact hand Roll Towels Scott	15 Roll
29	Bucket 20 Ltr.	4 Nos.
30	Step Ledder Aluminum	1 Nos.
31	Rubber Gloves	3 Pair
32	Dust Pan	6 Nos.

\* If students are more or less than 2000, commensurate increased or decreased material will be supplied by the agency, accordingly.

List of required Equipments/machinery				
S.No.	Type of Machine	Eureka Model	Johnson Diversey Model	Number of machine required in each school/office
1	High Pressure	KA 3200	Danubio 1510 LP	1
2	Single Disc Scrubber	Mega 43	Trooper SD Plus	1

1. The Contractor in accordance with the terms and conditions of the tender document and in order to execute the housekeeping services in Client's office shall provide any one of the Brand i.e. Eureka or Johnson Diversey as specified above.
2. The machineries shall be brand new and should not have been used before. Supporting documents in support of brand new viz. Tax Invoice Receipt, as required in the tender document shall be produced by the Contractor at the time of supply of machineries in Client's office.
3. The repair and maintenance shall be the sole responsibility of the Contractor. There will be no down time acceptable. However, in case of break-down of a machine, the Contractor shall provide and replace immediately the faulty machine at his own cost and risk.