

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (CARE TAKING BRANCH)
OLD SECRETARIAT, DELHI - 110054

No. F.1/962/CTB/2020-21/321

Dated: 04/03/2021

ORDER

Subject:- Deployment of Sanitation workers in Govt. Schools/Stadia/Offices under Directorate of Education in Cluster - A.

Approval of Director (Education) is hereby conveyed for deployment of Sanitation workers under Directorate of Education in Cluster -A. The concerned agency i.e. M/s Sainath Sales and Services Pvt. Ltd., is directed to deploy sanitation workers with effect from 15/03/2021 as per the list given below:-

Cluster - A

Sl No.	Address of School	School ID	Sanitation workers to be deployed
1	Bhola Nath Nagar-SBV (Babu Ram)	1001001	5
2	Vivek Vihar-SBV	1001002	7
3	Kanti Nagar-SBV	1001004	5
4	Surajmal Vihar-SBV	1001006	7
5	SBV No.1, Bhola Nath Nagar	1001008	5
6	Anand Vihar-SKV	1001009	5
7	Vivek Vihar-GBSS	1001012	3
8	Bhola Nath Nagar, No.1-SKV	1001018	5
9	Vivek Vihar- SKV	1001022	8
10	Bhola Nath Nagar, No.3-GGSSS	1001023	8
11	Kanti Nagar-GGSSS	1001024	4
12	Vivek Vihar,Phase-II-GGSSS	1001026	5
13	Surajmal Vihar-SKV	1001102	5
14	Surajmal Vihar-RPVV	1001104	6
15	Jhilmil Colony-SBV	1001105	5
16	Kiran Vihar-SKV	1001106	5
17	Kiran Vihar-SBV	1001109	5
18	Rajgarh Colony-SBV	1001110	5
19	Jhilmil Colony-GGSSS	1001111	4
20	Jhilmil Colony-GGSSS (Hocky Stadium)	1001111	2
21	Shahdara, Teliwara-G(Co-ed)SS	1001151	3
22	West Azad Nagar-G(co-ed)SS	1001194	3
23	Vishwas Nagar-SKV	1001196	5
24	Vishwas Nagar-GBSSS	1001204	4



25	Anand Vihar - SBV	1001208	5
26	Mandawali-SBV (Veer Udham Singh)	1002001	8
27	Patparganj-SBV (Genda Lal Dixit)	1002002	6
28	Kalyanvas-SBV (Raj Bihari Bose)	1002003	5
29	Shakarpur, No.2-SBV (Ishwar Chand)	1002004	5
30	West Vinod Nagar-SBV	1002005	9
31	Mayur Vihar, Phase I, Pkt. II-SBV (Prem Chand)	1002006	8
32	East Vinod Nagar-SBV (Jai Prakash Narayan)	1002007	5
33	Kalyanpuri-SBV	1002008	6
34	Trilokpuri, Block 20-SBV	1002010	7
35	Khichripur-GBSSS	1002012	3
36	Dallupura-SBV	1002013	6
37	New Kondli-GBSSS	1002014	6
38	Mayur Vihar, Phase II, Pkt.B-SBV	1002015	5
39	Mayur Vihar, Phase I, Pkt.IV-SBV(Shaheed Capt.Hanifuddin)	1002016	4
40	Kalyanpuri -GBSSS	1002020	4
41	Kalyanpuri-SKV (Mother Teresa)	1002022	6
42	Mandawali-SKV	1002023	5
43	Trilokpuri, Block 27-SKV	1002024	7
44	Trilokpuri, Block 20-SKV (Sharda Sen)	1002025	7
45	Kondli-SKV (Jeeja Bai)	1002026	6
46	Dallupura-SKV	1002027	6
47	East Vinod Nagar-SKV (Ravindra Thakur)	1002028	5
48	Mayur Vihar, Phase II, Pkt.B-SKV (Annie Besant)	1002029	7
49	Patparganj-SKV	1002031	6
50	West Vinod Nagar-SKV	1002032	9
51	KalyanVas-SKV	1002033	5
52	Mayur Vihar, Phase I, Pkt.II-SKV (Janaki Devi)	1002034	8
53	Mayur Vihar, Phase I, Pkt.IV-SKV	1002036	4
54	Khichripur-GGSSS	1002037	3
55	Kalyanpuri-GGSSS	1002039	4
56	Trilokpuri, Block 27-GGSSS	1002175	5
57	Trilokpuri, Block 27-SBV	1002177	6
58	West Vinod Nagar, Block E-G(Co-ed)SSS	1002180	3

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59	Joshi Colony-GBSSS	1002181	6
60	Mayur Vihar, Phase I, Chilla Gaon-G(Co-ed)SSS	1002182	6
61	New Ashok Nagar-SKV	1002183	5
62	Gazipur-SKV	1002184	5
63	Vasundhra Enclave-GGSSS	1002185	6
64	New Kondli-GGSSS	1002186	6
65	New Ashok Nagar-GBSSS	1002187	5
66	Patparganj, I.P. Extn- Sarvodaya (Co-ed) SSS	1002189	5
67	Mandawali , No.3 - SKV	1002190	6
68	Shakarpur, School Block-GGSSS	1002191	5
69	Shakarpur, No.1-SBV	1002192	7
70	Shakarpur, No.2-SKV	1002193	5
71	Shakarpur, School Block-SBV	1002195	5
72	Shakarpur, No.1-SKV	1002196	5
73	Trilokpuri, Block 27-GBSSS	1002197	5
74	Kondli-SBV	1002198	6
75	Mayur Vihar, Phase III GGSS	1002199	5
76	Mayur Vihar, Phase III, Kondli-Gharauli-GBSS	1002263	3
77	Khichripur Village, Govt.(Co-ed)SS	1002350	3
78	Preet Vihar, Govt. Co-Ed Senior Secondary School	1002351	7
79	Mayur Vihar, Phase III, Kondli Gharauli-GGSS	1002352	3
80	Mayur Vihar, Phase III GBSS	1002354	5
81	Khichari Pur Village ,J.J Colony - SKV	1002360	4
82	Vasundhra Enclave-GBSSS	1002362	6
83	Gazipur-GBSSS	1002363	4
84	Mandawali, No.2 - SBV	1002367	6
85	Mandawali, No.2- SKV	1002368	8
86	Khichripur Village, J.J.Colony- SBV	1002369	5
87	I.P.Extension, Near Mayo College- RPVV	1002399	6
88	khichripur School of Excellence	1002400	7
89	Laxmi Nagar-SBV	1003001	6
90	Rani Garden-SBV	1003002	8
91	Jheel Khurenja, No.1-SBV	1003003	5
92	Kailash Nagar-SBV	1003004	5
93	Chander Nagar-GBSSS	1003007	3
94	Geeta Colony, Block 13-GBSSS	1003009	4
95	Gandhi Nagar-SBV	1003012	4

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96	Krishna Nagar-SBV	1003013	7
97	Geeta Colony, Block 13-SKV	1003024	5
98	Chander Nagar-SKV	1003025	5
99	Shankar Nagar-SKV	1003026	5
100	Gandhi Nagar, No.1-SKV	1003027	5
101	Laxmi Nagar-SKV	1003028	6
102	Rani Garden-GGSSS	1003030	8
103	Kailash Nagar-GGSSS	1003033	4
104	Gandhi Nagar, No.2-GGSSS	1003034	5
105	Gandhi Nagar, No.3-GGSSS	1003035	4
106	Krishna Nagar-SKV	1003036	7
107	Radhey Shyam Park-SBV	1003152	5
108	Radhey Shyam Park- SKV	1003153	5
109	Geeta Colony, Block 2-G(Co-ed)SS	1003202	3
110	Old Seelampur-SKV	1003204	4
111	Shivpuri-G(Co-ed)SSS	1003205	4
112	Lalita Park-GGSSS	1003260	4
113	Gandhi Nagar-RPVV	1003261	4
114	Lalita Park-GBSSS	1003264	3
115	Old Seelampur -SBV	1003265	3
116	Yamuna Vihar, Block B, No.1-SBV	1104001	6
117	Khajoori Khas-SBV	1104002	6
118	Yamuna Vihar, Block B, No.2-SBV	1104003	6
119	Gokalpur Village-GBSSS	1104004	4
120	Gokalpuri-GBSSS	1104005	4
121	Ghonda, No.1-GBSSS	1104006	4
122	Ghonda, No.2-GBSSS	1104007	5
123	Yamuna Vihar, Block C, No.2-GBSSS	1104008	5
124	Yamuna Vihar, Block C, No.1-GBSSS	1104009	8
125	Dayalpur-GBSSS	1104010	3
126	Sabhapur-GGSSS	1104011	5
127	Bhajanpura-G(Co-ed)SSS (RDJK)	1104012	4
128	Mustufabad-GBSS	1104014	4
129	Khajoori Khas-GBSSS	1104015	5
130	Joharipur-G(Co-ed)MS	1104017	4
131	Yamuna Vihar, Block C, No.1-SKV	1104018	8
132	Ghonda, No.2-SKV	1104019	5
133	Gokalpuri-SKV	1104020	5
134	Gokalpur Village-SKV	1104021	5
135	Khajoori Khas-SKV	1104022	7
136	Yamuna Vihar, Block B, No.1-GGSSS	1104023	6
137	Yamuna Vihar, Block C, No.2-SKV	1104024	6
138	Ghonda, No.1-GGSSS	1104025	9



139	Dayalpur-GGSSS	1104026	3
140	Yamuna Vihar, Block B, No.2-GGSSS	1104027	6
141	Mustufabad-GGSS	1104028	4
142	Vijay Park-GGSSS	1104029	5
143	Karawal Nagar-GGSSS	1104142	7
144	Karawal Nagar-GBSSS	1104143	4
145	Yamuna Vihar, Block B-RPVV	1104149	4
146	Bhajanpura-GBSSS (RDJK)	1104150	4
147	Vijay Park-GBSSS	1104151	4
148	Khajoori Khas-GGSSS	1104153	5
149	Tukhmipur-GBSSS	1104261	7
150	Tukhmipur-GGSSS	1104262	5
151	Sonia Vihar-GGSSS	1104335	7
152	Sonia Vihar-GBSSS	1104336	6
153	LONI ROAD,EAST GOKULPUR,GGSSS	1104400	7
154	Loni Road,East Gokul Pur,Govt. Boys Sr.Sec.School	1104406	6
155	SABHAPUR-GOVT. BOYS S.SEC. SCHOOL	1104417	4
156	Badarpur Khadar -SV	1104418	4
157	Tukhmipur, No.2 - GGSSS	1104419	6
158	Tukhmipur, No.2- GBSSS	1104420	6
159	Shahadara, G.T. Road-SBV (Gandhi Memorial)	1105001	5
160	Gautam Puri-SBV	1105002	5
161	Brahmpuri-SBV	1105003	7
162	New Seelampur, No.1-SBV	1105004	4
163	Shahadara, Shivaji Park-GBSSS	1105005	4
164	Shahadara, G.T. Road-GBSSS	1105006	5
165	Babarpur-GBSSS	1105007	4
166	Jafrabad- SBV	1105008	6
167	New Seelampur, No.2-GBSSS	1105009	4
168	Shastri Park-GBSSS	1105011	6
169	Shahadara, G. T. Road-GBSecondarySchool	1105013	3
170	New Seelampur, Marginal Band-GBSS	1105014	3
171	Welcome Colony-GBSS	1105015	3
172	Jafrabad Extn.-GBSSS	1105017	4
173	Jafrabad, Zeenat Mahal(Urdu Medium)-SKV	1105018	6
174	Babarpur-SKV	1105019	5

175	New Seelampur, No.1-SKV (C.R.Dass)	1105020	5
176	Shastri Park-SKV	1105021	6
177	Shahadara, Shivaji Park-GGSSS	1105022	4
178	Gautam Puri-GGSSS	1105023	4
179	Shahadara, G.T.Road-SKV	1105024	5
180	New Seelampur, No.2-GGSSS	1105025	4
181	Brahmpuri-GGSSS	1105026	7
182	East Rohtash Nagar-G(Co-ed)MS	1105028	3
183	Shahadara, G.T. Road-GGSS	1105029	3
184	New Usmanpur(Gautam Puri)-GBSSS	1105107	4
185	Welcome Colony-GGSS	1105108	4
186	West Jyoti Nagar-GBSSS	1105109	3
187	Shahadara, G.T. Road-SKV (Mani Ben Patel Bharti Mahila)	1105110	5
188	West Jyoti Nagar-GGSSS	1105111	3
189	Chauhan Bangar, Jafrabad-GGMS	1105112	3
190	Brahmpuri-GBSSS	1105113	4
191	Jafrabad Extn.-GGSSS	1105114	4
192	Chauhan Bangar, Jafrabad-GBMS	1105115	3
193	Brahmpuri-GGSSS	1105116	4
194	New Usmanpur(Gautam Puri)-GGSSS	1105117	4
195	Brahmpuri,GGSSS Block-X	1105229	5
196	Shastri Park, Buland Masjid, SKV	1105236	5
197	New Seelampur, No.1-GGSS	1105238	3
198	New Jafrabad- GGSSS	1105239	5
199	Brahmpuri, GBSSS, X- BLOCK	1105241	4
200	Shastri Park, Buland Masjid, SBV	1105242	5
201	New Jafrabad- GBSSS	1105247	7
202	Gautam Puri- RPVV	1105248	6
203	Nand Nagri, Block B-SBV (B.P)	1106001	6
204	Dilshad Garden, Block C-SBV	1106002	8
205	Nand Nagri, Block E-SBV	1106003	10
206	Nand Nagri, Janta Flats-GBSSS	1106004	6
207	Mandoli-GBSSS	1106005	6
208	Shahdara, Mansarovar Park, No.1-GBSSS	1106006	3
209	Shahdara, Mansarovar Park, No.2-GBSSS	1106007	8
210	Seemapuri-GBSSS	1106009	3
211	Ashok Nagar-GBSS	1106010	3
212	New Seemapuri-GBSSS	1106011	6



213	Dilshad Garden, Block J&K-GBSSS	1106012	7
214	Nand Nagri Extn., F-1,F-2, GBSSS	1106014	6
215	New Seemapuri-SKV	1106018	6
216	Mandoli-SKV	1106019	6
217	Shahdara, Mansarovar Park, No.1-SKV	1106020	5
218	Seemapuri-SKV (Vishwamitra)	1106021	7
219	Nand Nagri, Block B-SKV (Raja Ravi Verma)	1106022	6
220	Dilshad Garden, Block J&K-SKV (St. Eknath)	1106023	7
221	East of Loni Road, DDA Flats-SKV	1106024	6
222	Dilshad Garden, Block C-GGSSS	1106025	8
223	Nand Nagri Extn., F-1, F-2, GGSSS	1106026	6
224	Ashok Nagar-GGSS	1106112	3
225	Nand Nagri, Block E-SKV	1106113	10
226	Shahdara, Mansarovar Park, No.2-SKV	1106114	8
227	Nand Nagri, Janta Flats-GGSSS	1106115	6
228	Nand Nagri, Block A-GGSSS	1106116	4
229	Saboli- GGSSS	1106117	6
230	East of Loni Road, DDA Flats-GBSSS	1106118	6
231	Nand Nagri, Block A-GBSSS	1106119	4
232	Saboli- GBSSS	1106120	6
233	Old Seemapuri, Block GH-GGSS	1106122	3
234	Meet Nagar, Block B-GGSS	1106123	3
235	Nand Nagri, Block D-RPVV	1106252	4
236	Harsh Vihar GGSS	1106256	3
237	Harsh Vihar GBSS	1106258	3
238	Mandoli Extension-GGSSS	1106259	5
239	Meet Nagar-B-Block, Delhi-94,Govt. Boys Sec. School	1106261	3
240	Old Seemapuri, Block GH-GBSS	1106263	3
241	Sunder Nagri- GGSSS	1106264	5
242	Mandoli Extension-GBSSS	1106265	5
243	Sunder Nagari- GBSSS	1106279	5
244	GGSSS, Seemapuri, Delhi - 95	1106281	4
245	North East District Office	Office	2
246	East Districe office	Office	2
247	Zone -II	Office	1
248	Zone - III	Office	1
249	Zone - V	Office	1
250	Zone -VI	Office	1



251	East Vinod Nagar Sports Complex	Office	2
252	Swimming Pool with in the Premises of RSBV, Jheel Khuranja	1003003	1
253	Swimming pool (SBV, Mayur Vihar – II, Pocket – B, Delhi - 91		1
254	Swimming pool (Babu Ram, SBV, Shahdara, Delhi - 32	1001001	1
255	Swimming Pool (RSKV, West Vinod Nagar - 92	1002032	1
256	RD Office		1
	TOTAL		1271

The concerned agency will deploy the Sanitation workers in the above Govt. Schools/Stadia/Offices w.e.f. 15/03/2021. Further, all the HOS/HOO/In-charge concerned will submit compliance report of the above mentioned deployment to the Caretaking Branch (HQ) immediately.

Enclosed:-

1. Scope of Work
2. Details of Material & Machinery.



(RAMCHANDRA M. SHINGARE)
JOINT DIRECTOR EDUCATION (CTB)

Dated:

04/03/21

No. F.1/962/CTB/2020-21/ 321

1. PS to Director (Education)
2. PA to JDE (CTB)
3. Head of Schools/In-charge concerned for necessary action please.
4. M/s Sainath Sales and Services Pvt. Ltd.
5. OS (IT) to upload the same on MIS.
6. Guard file.


(RAMCHANDRA M. SHINGARE)
JOINT DIRECTOR EDUCATION (CTB)

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: CARE TAKING BRANCH
ROOM No. 256, OLD SECRETARIAT, DELHI - 110054**

SCOPE OF WORK

The contractor shall provide the sanitation/housekeeping services at Government school buildings, stadia and offices under the Directorate of Education Government of NCT of Delhi.

The contractor shall ensure hygienic atmosphere and clean environment in the School buildings/ offices/stadia which will include, but not limited to, all the works as detailed below: -

(a) CLEANING OF CLASS ROOMS, OFFICES AND OTHER AREAS:

S N	Area	Activity/Cleaning	Frequency
1	School Room Floors	Damp & dry mopping, sweeping	Once a day
		Spit stains removal	As required
2	Benches, tables, chairs, cupboards and other furniture items & computer/other Labs	Dry cleaning, stain removing	Once a day
3	Black Boards/Green Boards/Soft Boards	Damp or dry mopping	Daily once
4	Dustbins and outer school open spaces/grounds and gates	Emptying bins and cleaning outer corridors	Twice a day
5	Window channels, Door Glass, shutters, Panes	Dry cleaning, stain removing	Once a week
6	Fans, Tube lights etc cleaning	Dry cleaning, stain removing	Fortnightly
7	Internal Walls and roof area.	Dusting, Cob Web cleaning	Fortnightly
8	Terrace area, rain water outlets. Emptying and cleaning of the Over Head water Tanks.	Weeping, removing of blockage, Cobweb cleaning.	As required
9	Mechanized Cleaning using Scrubber Machine, Vacuum Cleaners, High Pressure jet Machines		Weekly once



(b) CLEANING OF PASSAGES & OUTER CORRIDORS:

S N	Area	Activity	Frequency
1	Staircases & Railing cleaning	Damp & Dry Mopping Sweeping	Once a Day
		Spit stains removal	As required
2	Main Gates & Porch Area	Damp & Dry Mopping, Sweeping	Once a day
		Split stains removal	As required
3	Fans, Tube-lights etc cleaning	Dry Cleaning, stain removing	Fortnightly
	Walls and roof area	Dusting, Cob Web Cleaning	Fortnightly
4	Door frames& Window sills cleaning	Mopping cleaning stain removing	Once a week
	Man-height column, Side- walls cleaning	Dusting, dry cleaning	Monthly
5	Out skirt area	Sweeping, Brooming	Alternate Day
		Removing of stagnant water	As & When required.
6	Dust bins	Emptying and cleaning of bins	Once a day
7	Mechanized cleaning using Scrubber machine, Vacuum Cleaners, High Pressure jet Machines.		Weekly Once

(c) CLEANING OF TOILETS/ URINALS.

S. N	Area	Activity	Frequency
1	Floor area	Damp Mopping, sweeping	Twice a day
		Pressure cleaning, stain removing disinfestations	Once a week
2	Urinals, partitions, W.C. Pots, Commodes etc. cleaning	Manually	Every hour
		Pressure cleaning, stain removing, disinfestations	Twice a week
3	Doors, Window channele etc cleaning	Dry cleaning, stain removing	Once a week
4	Switch Boards, & Instruments cleaning	Dry cleaning, stain removing	Once a week
	Electrical instruments like Exhaust Fans, Tube-lights etc cleaning	Dry cleaning, stain removing	Fortnightly
5	Internal area	Manually	Twice a day
	Side-Walls Cleaning up to man height	Pressure cleaning, stain removing	Fortnightly

6	Dust bins	Emptying and cleaning of bins	Twice a day
7	Mechanized cleaning using Scrubber machine, Vacuum Cleaners, High Pressure jet Machines.		Weekly Once

(d) CLEANING OF OPEN AREA

S. N.	Area	Activity	Frequency
1	Assembly area	Sweeping and brooming	Once a day
2	Play ground area	Sweeping and brooming	Once a day
3	Lawn area	Sweeping and brooming	Once a day
		Removal of fallen leaves, dead plants, broken branches etc.	Once a day
		Watering	Once a day
		Control of Weeds humps and hollows provided inside lawns	Weekly
		Pesticides, soil spreading, compost and fertilizing	As per requirement
		Washing, cleaning and maintenance of indoor and outdoor flower pots.	Weekly
		Trimming, racking, spiking and top dressing	Fortnightly.

Apart from the above, the Contractor shall also be responsible for the followings: -

- (i) The sewerage blockage or sewerage choking (sewerage of toilet or of school) within school has to be dealt by the concerned sanitation agency and the drain/ sewerage within school has to be kept clean.
- (ii) Cleaning and maintenance of all the drains within the compound of the school/ office.
- (iii) Providing one female staff (who will perform as AAYA) in each 'Sarvodaya Vidyalaya' to ensure proper hygiene and sanitary requirement of the kids studying in pre-primary/primary sections.
- (iv) During vacations and holidays in Govt. schools cleanliness will be done at such frequency as required by the HOS/HOO concerned.
- (v) Cleanliness of the school premises and all related activities shall be conducted to the satisfaction of the HOS/HOO concerned as the case may be who shall be responsible for the cleanliness of the premises of concerned Govt. school/office/stadia cleaning, sanitation & housekeeping services shall have to be performed on all working days i.e. Monday to Saturday.

- (vi) The contractor(s) has to arrange the requisite number of manpower to meet the requirement of event, program, conference etc. Necessary directions issued from time to time by Directorate of Education shall be followed by the contractor. In case of additional manpower deployment, the payment will be made separately as per prevalent rate of minimum wages.
- (vii) Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before the start of the School/ office/stadium/Sports Complexes on all working days and should continue as per the working hours mentioned above. Some activities such as garbage removal, etc. shall be completed after office hours, on day-to-day basis. No spillover of the above work for the next day shall be permitted under any circumstances.
- (viii) Disposal of bio-medical waste must be carried out in totally sealed manner without affecting the environment as per pollution control norms issued from Central Govt./ NGT/ Court/State Govt. etc
- (ix) In the Girls Schools, only women sanitation worker will be deployed. In Boys schools, only male sanitation workers will be deployed. In Co-Ed schools, both male and female staff should be deployed- male for boys toilet and females for girls toilet.
- (x) The Directorate may maintain the attendance of deployed worker either through biometric or other electronic mode. The contractor has to submit No Objection in this regard. In case of absentee of sanitation worker, penalty @ 1000/- per worker per day will be imposed by concerned HOS/HOO and the same will be deducted from the monthly bill.
- (xi) All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- (xii) Any liability arising out of any litigation (including those in District Consumer Dispute Redressal Forums) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the forum as and when required.
- (xiii) If any underpayment to the sanitation worker is reported / discovered, necessary action shall be initiated against the contractor by the Department.



- (xiv) The contractor shall provide the copies of relevant records during the period of contract or otherwise, even after the contract is over, whenever required by the Department.
- (xv) The Director (Education) reserves the right to change/amend any of the clauses/terms & conditions of the Bid/Agreement at any later stage and the bidder/contractor shall have to abide by that amendment/change.
- (xvi) For the purpose of providing cleaning, sanitation & Housekeeping services, the school building has to be taken as one unit. The school building may contain one school or two schools. Each & Every sanitation & housekeeping worker has to perform his/her daily duty as per following working time mentioned against different type of locations:-

Type of Location	Working Time (Duty to be performed)
Offices under Directorate of Education (Headquarter)/ RDE/DDE	09:30 am to 06:00 pm
General Shift Govt. School Building	06:15 am to 02:15 pm
Single Shift Govt. School Building	06:45 am to 02:45 pm
Double Shift Govt. School Building	<u>In Summer</u> (1) Morning Shift School 05:45 am to 01:45 pm (2) Evening Shift School 11:45 am to 07:45 pm
	<u>In Winter</u> (1) Morning Shift School 06:15 am to 02:15 pm (2) Evening Shift School 11:45 am to 07:45 pm
Stadia	06:00 am to 07:00 pm Or as decided by Stadium in-charge on basis of requirement
Sports Complexes	06:00 am to 07:00 pm Or as decided by Sport complex in-charge on basis of requirement



- (xvii) The Department and the contractor shall, in so far as possible by mutual consultation, try to decide upon the meaning and intent of the tender/contract document. In case of disagreement, decision of the Director (Education) in this regard shall be final.
- (xviii) The agency will collect the Performance Certificate (In prescribed format as defined by Directorate of Education) from HOS/HOO of each concerned location and will submit along with monthly bill. Penalty (besides Service Level Agreement-as defined by GeM) as imposed by HOS/HOO for unsatisfactory performance/short supply of material/absentee of worker etc will be deducted from the monthly bill.
- (xix) Payment of Bonus Act, 1965 as provided u/s 32(v) (b) exempts the Directorate of Education from its application but it will a statutory responsibility of the Contractor(s) to pay bonus to their employees. Accordingly, all contractor(s) will make payment of bonus to their employees but the claim of payment of bonus will not be reimbursed by the Directorate of Education.



**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: CARE TAKING BRANCH
ROOM No. 256, OLD SECRETARIAT, DELHI - 110054**

List of Machinery

S.N	Type of Machine	Minimum Required Specification	Number of machine to be provided in Each Location#
1	High Pressure Jet Cleaner	Voltage- 230V/50 Hz Pressure- -150 bar, RPM- 2000 Water Flow:- 600 Ltr/Hr Absorbed Power- 2 kw Detergent Tank- 4 Ltr Dimension- L x H x W:- 400 x 940 x 400 mm	1
2	Single Disc Scrubber	Working Width- 430mm Weight- 40 Kg Brush Speed- 154rpm Transmission- Gear Box Motor- 1100 W Dimension- L x H x W:- 550 x 1200 x 450mm	1

#- In case of Double Shift School Building, the both shift of schools will be treated as 02 locations and separate-separate machines would have to be provided by the agency.

1. The machineries shall be brand new and should not have been used before. The contractor shall produce the supporting documents in support of brand new viz. Tax Invoice Receipt, to Directorate of Education at the time of supply of machineries.
2. The operation, repair and maintenance shall be the sole responsibility of the Contractor. Break-Down time shall not be acceptable. In case of break-down of a machine, the Contractor shall provide a replacement immediately at his own cost and risk failing which Penalty @ Rs. 500/- per day shall be imposed on the agency concerned and will be deducted from the monthly bill.



List- Material

S N.	Item name	Minimum Required Quantity
1	Urinal Cubes (400 gm)	10 pkts per month
2	Disinfectant surface cleaner	20 Liters per month
3	Naphthalene Balls (500 gm)	10 pkts per month
4	Room Freshener (175 gm)	5 units per month
5	Air freshener for toilet blocks (75 gm)	10 units per month
6	Liquid Hand Wash	20 Liter per month
7	Toilet Cleaner	15 Liter per month
8	Bleaching Powder	5 Kg per month
9	Duster Full Size (24" x 24")	50 units per month
10.	Mosquito/ Cockroach/Insect Killer (400 ml)	5 units per month
11.	Biodegradable Garbage Bag (25 kg capacity)	100 units per month
12.	Broom Long (Bamboo stick) -800 gm	6 units per month
13.	Broom (Phool) (400 gm each)	6 units per month
14.	Broom (Hard Stick) (350 gm each)	6 units per month
15.	Vim Powder (1 Kg)	5 pkts per month
16.	Toilet Brush	8 units per month
17.	Glass /Multipurpose Cleaner (1 Liter)	3 units per month
18.	Rubber Gloves	6 pairs per month
19.	Dry Mop set (24") with aluminum rod	4 units
20.	Dust Pan	6 units
21.	Cobweb Brush (with rod)	2 units
22.	Wiper (Large) with metal rod	5 units
23.	Wiper (Small) with metal rod	5 units
24.	Dustbin (small)	10 units
25.	Dustbin (big) Plastic with Cover	5 units
26.	Bucket 16 Ltr.	6 units
27.	Aluminum Ladder (6 feet & above)	1 unit

In first month of the contract and further to be provided as and when broken/ Required by HOS/HOO

- The above mentioned list (S.No- 1 to 18) is minimum required quantity for all such location where the number of deployment of sanitation & housekeeping workers is 06 and it shall be increased/decreased pro-rata basis where the number of deployment of sanitation & housekeeping workers are more/less than Six (06). The materials mentioned above (S.No-19 to 27) are to be provided at each location/school in first month of the contract irrespective to number of deployment and further as and when broken/required by HOS/HOO.

2. The above item list of consumables is not exhaustive and for the purpose of maintaining cleanliness to the satisfaction of Schools/Stadia/Offices. The stock of consumable shall be kept for use of sanitation & housekeeping workers deployed in that concerned location.
3. The agency will provide the aforesaid materials at each location every month. In case of Short -Supply of the material, the penalty equivalent to double of cost of short supplied material will be imposed by the HOS/HOO concerned and the accumulated penalty will be deducted from the monthly bill.

