

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

No. F.1/962/CTB/2020-21/322

Dated: 04/03/2021

ORDER

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

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

Cluster - B

Sl no.	Address of School	School ID	Sanitation workers to be deployed
1.	C.C. Colony-SBV	1309001	4
2.	Shalimar Bagh, Block B(AH)-GBSSS	1309002	4
3.	Dr. Mukharjee Nagar-SV	1309003	8
4.	New Police Lines-SV	1309004	8
5.	Shalimar Bagh, Block BT-SBV	1309005	7
6.	Shalimar Bagh, Block AP-GBSSS	1309007	4
7.	Guru Teg Bahadur Nagar-GBSSS	1309008	7
8.	Model Town, No.1-GBSSS	1309010	4
9.	Model Town, No.2-GBSSS	1309011	3
10.	Rana Partap Bagh-GBSSS	1309012	5
11.	Adarsh Nagar, No.1-GBSSS	1309013	6
12.	Kewal Park-G(Co-ed)SSS	1309017	4
13.	Dhakka-GBSSS	1309022	6
14.	Shalamar Village-GGSSS	1309023	3
15.	Haider Pur-GGSS	1309024	3
16.	Dhakka-SKV	1309025	7
17.	Model Town, No.1-SKV	1309026	5
18.	Guru Teg Bahadur Nagar-SKV	1309027	8
19.	Rana Partap Bagh-SKV	1309028	5
20.	Shalimar Bagh, Block BL-SKV	1309030	10
21.	Adarsh Nagar-SKV	1309031	7
22.	Shalimar Bagh, Block B(AH)-SKV	1309032	5
23.	Shalimar Bagh, Block AP-GGSSS	1309033	4
24.	Adarsh Nagar-GGSSS	1309034	6



25.	Majlis Park-GGSS	1309036	3
26.	Shalimar Bagh, Block BT-RPVV	1309124	4
27.	Adarsh Nagar, No.2-GBSSS	1309125	7
28.	Model Town, No.2-GGSSS	1309126	3
29.	Azadpur Colony-GGSSS	1309127	3
30.	Azadpur Colony-GBSSS	1309128	3
31.	Azadpur Village-GGSS	1309129	3
32.	Azadpur Village-GBSS	1309130	3
33.	Vijay Nagar-SKV	1309167	5
34.	Jahangirpuri, Block A- SBV	1309253	6
35.	Jahangirpuri, Block A, No.2 - SKV	1309254	5
36.	Jahangirpuri, Block D-GBSSS	1309255	6
37.	Jahangirpuri, Block D-SKV (Rani Chennama)	1309256	7
38.	Jahangirpuri, Block E-GBSS	1309257	5
39.	Jahangirpuri, Block E-GGSS	1309258	3
40.	Jahangirpuri, Block K-GBSSS	1309259	6
41.	Jahangirpuri, Block K-GGSSS	1309260	7
42.	Bhalswa Dairy, No-1,GGSS	1309261	3
43.	Libaspur-GBSSS	1309262	4
44.	Libaspur-GGSSS	1309263	4
45.	Qadipur-GBSSS	1309264	4
46.	Qadipur-GGSSS	1309265	3
47.	Bakhtawarpur-GBSSS	1309266	4
48.	Bakhtawarpur-SKV (BMS)	1309267	5
49.	Singhu-G(Co-Ed)SSS	1309268	4
50.	Palla Majra-GBSSS	1309269	3
51.	Mukhmail Pur-G(Co-ed)SSS	1309270	3
52.	Kalyan Vihar-SV	1309271	4
53.	Haider Pur-GBSS	1309272	3
54.	Shalamar Village-GBSSS	1309273	4
55.	Bhalswa Dairy, No-2,GBSS	1309274	3
56.	Jahangirpuri,Plot No.5, A-Block - SKV	1309279	6
57.	Bhalswa Village, Sarvodaya Vidyalaya	1309280	6
58.	Prahalad Pur-SBV	1310002	5
59.	Sannoth-SV	1310004	4
60.	Tikri Khurd- SKV	1310005	8
61.	Nangal Thakran-SBV (Ved Pandit Khushi Ram)	1310007	5
62.	Pooth Khurd-GBSSS	1310008	4
63.	Badli-GBSSS	1310009	4
64.	Katewara-GBSSS	1310010	4
65.	Alipur-GBSSS	1310014	6

66.	Khera Khurd-GBSSS	1310015	3
67.	Narela, SBV	1310017	7
68.	Bawana-GBSSS	1310019	4
69.	Bhorgarh-G(Co-ed)SSS	1310022	4
70.	Shahabad Dairy- GGSSS	1310025	4
71.	Harewali-G(Co-ed)SSS	1310026	3
72.	Holambi Kalan-G(CO-ED)SSS	1310030	4
73.	Alipur-SKV	1310031	4
74.	Prahalad Pur-SKV	1310032	5
75.	Dariyapur Kalan-SKV (Updesh Kaur)	1310033	5
76.	Badli-SKV	1310034	5
77.	Narela, No.1-SKV	1310036	7
78.	Khera Kalan-SKV (Baba Nane Nath)	1310039	5
79.	Khera Khurd-SKV	1310041	4
80.	Bawana-SKV (Ravi Shankar)	1310042	5
81.	Pooth Khurd-SKV (Raja RamMohan Roy)	1310043	5
82.	Samaipur-GGSSS	1310045	4
83.	Bankner-GGSSS	1310049	4
84.	Siraspur-GGSSS	1310157	4
85.	Barwala-G(Co-ed)SSS	1310161	3
86.	Narela, Pocket 5 & 6-GGSSS	1310164	4
87.	Narela-GBSSS (Mussadi Lal)	1310166	6
88.	Bankner-SBV	1310168	7
89.	Holambi Kalan,B-Block GGSSS	1310169	4
90.	Narela, No.2-SKV	1310170	7
91.	Auchandi-SV	1310247	4
92.	Shahabad Dairy-GBSSS	1310395	7
93.	HOLAMBI KALAN,METRO VIHAR,A-BLK G(CO-ED)SSS	1310399	6
94.	GHOGA G(CO-ED) SSS	1310400	3
95.	Holambi Kalan, Metro Vihar, C-Block- G(Co-ed)SSS	1310407	3
96.	Narela Sector B-4, SV-1310408	1310408	5
97.	Narela, A-10 Pocket-5, RPVV	1310409	3
98.	Narela, Sect. A-6, Pocket-2- GGSSS	1310410	4
99.	Shahbad Daulatpur- GGSSS	1310411	6
100.	Bawana J. J. Colony No.1 GGSSS	1310414	3
101.	Bawana J. J. Colony No.2 GBSSS	1310415	3
102.	Siraspur-GBSSS	1310420	4

103	Holambi Kalan, B-Block GBSSS	1310429	4
104	Narela, Sect. A-6, Pkt-2 -GBSSS	1310430	6
105	Shahbad Daulatpur- GBSSS	1310431	6
106	Tikri Khurd- SBV	1310458	8
107	Bawana, J.J Colony- GGMS	1310460	7
108	Anandwas-SBV	1411001	9
109	Shakurpur, No.1-SBV	1411002	6
110	Ashok Vihar, Phase I, Block H-SBV	1411003	5
111	Kailash Enclave-SV	1411005	5
112	Pitampura, Block ZP- Sarvodaya Co-ed SSS	1411007	5
113	Pitampura, Block FU-SV	1411008	8
114	Keshavpuram, No.1-GBSSS	1411009	4
115	Shakurpur, No.2-GBSSS	1411011	4
116	Ashok Vihar, Block D-GBSSS	1411014	4
117	Ashok Vihar, Phase II-GBSSS	1411015	7
118	Rani Bagh-GBSSS	1411016	4
119	Pitampura, Block SU-GBSSS	1411017	4
120	Bharat Nagar-GBSSS	1411019	4
121	Keshavpuram, Block A-SKV	1411021	5
122	Wazirpur, J.J. Colony-GBSSS	1411022	7
123	Ashok Vihar, Phase I, Block H-SKV	1411026	5
124	Ashok Vihar, Phase II-SKV	1411027	7
125	Keshavpuram, No.1-SKV	1411028	11
126	Keshavpuram- SBV	1411029	7
127	Shakurpur, No.2-SKV	1411030	5
128	Bharat Nagar-SKV	1411031	7
129	Rampura- Govt. Co-ed Sarvodaya Vidyalaya	1411032	7
130	Wazirpur, J.J. Colony-SKV	1411034	7
131	Wazirpur Village-SV	1411035	7
132	Tri Nagar, Narang Colony- Govt. Co-ed SSS	1411037	7
133	Anandwas-GGSSS	1411038	3
134	Ashok Vihar, Block D-GGSSS	1411040	4
135	Pitampura, Block SU-GGSSS	1411041	7
136	Saraswati Vihar, Block A-GGSSS	1411042	4
137	Rani Bagh-GGSSS	1411043	4
138	Anandwas- GGSSS	1411046	3

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139	Saraswati Vihar, Block C-SV	1411123	9
140	Sharda Niketan-SV	1411124	5
141	Shakurpur, No.1-GGSSS	1411125	4
142	Sainik Vihar-G(Co-ed)SSS	1411178	3
143	Sultanpuri, Block-C, Sarvodaya Sr. Sec. Vidyalaya	1412001	4
144	Mangolpuri, Block K-SBV	1412002	5
145	Sultanpuri, Block C- SBV	1412005	8
146	Sultanpuri, Block BC-GBSSS	1412006	8
147	Pooth Kalan-SBV	1412007	7
148	Sultanpuri, Block H- SBV	1412008	8
149	Mangolpuri, Block U-GBSSS	1412009	4
150	Mangolpuri, Block R-SBV	1412011	8
151	Mangolpuri, Plot II,Kamdhenu- SBV	1412013	5
152	Mangolpuri, Block O- SBV	1412014	7
153	Sultanpur Majra- G (Co-ed) Senior Secondary School	1412016	3
154	Mangolpuri, Block Y- SBV	1412018	5
155	Sultanpuri, P-Block - GGSSS	1412019	3
156	Mangolpuri, Block-C, S(Co-ed)Sr. Sec. Vidyalaya	1412022	5
157	Mangolpuri, Block H-SKV	1412024	5
158	Mangolpuri, Block D-SKV (Kamdhenu)	1412025	5
159	Sultanpuri, Block C-SKV	1412026	8
160	Pooth Kalan-SKV	1412027	6
161	Sultanpuri, Block H-SKV	1412029	8
162	Mangolpuri, Block U-SKV	1412030	5
163	Mangolpuri, Block O-SKV	1412031	7
164	Mangolpur Kalan-G(co-ed)sss	1412033	6
165	Sultanpuri, Block BC-GGSSS	1412035	8
166	Mangolpur Khrud- GBSSS	1412079	4
167	Mangolpuri, Block Q-SKV	1412080	5
168	Mangolpuri, Block-K-2,SV	1412082	4
169	Sultanpuri, F-Block, GBSSS	1412083	6
170	Pooth Kalan, Rohini Extn., Sector 20-SKV	1412084	5
171	Sultanpuri, D-Block, GBSSS	1412085	4
172	Sultanpuri, E-Block, GBSSS	1412086	8
173	Sultanpuri, A-Block- SBV	1412087	5
174	Sultanpuri, D-Block,GGSSS	1412088	4
175	Sultanpuri, Block F-GGSSS	1412089	6

176	Mangolpuri, Block P- SBV	1412090	5
177	Mubarkpur Dabas, No.1-GBSSS	1412091	5
178	Nithari Village- SBV	1412092	7
179	Nithari-SKV	1412093	7
180	Rani Khera-S(Co-ed)V	1412095	7
181	Mongolpuri, Block D GBSSS	1412130	4
182	Nithari-GGSSS	1412131	5
183	Nithari-GBSSS	1412132	6
184	Mubarikpur Dabas-GGSSS	1412133	7
185	Pooth Kalan, Rohini Extn., Sector 20- SBV	1412248	5
186	Mubarakpur Dabas, No-2,GGSSS- 1412253	1412253	5
187	Mubarkpur Dabas, No.2-GBSSS	1412254	7
188	Nithari Village- GGSSS	1412258	6
189	Nithari Village- GBSS	1412259	6
190	Rohini, Phase-III, Sec-21- Govt. Co-ed Sarvodaya Vidyalaya	1412289	7
191	Rohini, Sec-22- Govt. Co-ed Sarvodaya Vidyalaya	1412290	7
192	Rohini, Phase-II, Sec-21- RPVV	1412291	7
193	Chandpur Majra-SV	1413001	5
194	Rohini, Sector 3-SV	1413002	10
195	Ghevra-SV	1413003	4
196	Rohini, Sector 6-SV	1413004	7
197	Rohini, Sector 2 - G(Co-ed) Sarvodaya Vidyalaya	1413006	8
198	Nizam Pur-G(Co-Ed)SSS	1413009	4
199	Rohini, Sector 9-SV (shaheed capt. Sanjeev Dahiya)	1413010	10
200	Rohini, Avantika, Sector 1, No.1-GBSSS	1413011	10
201	Rithala-GBSSS	1413013	4
202	Parshant Vihar-GBSSS	1413016	4
203	Rohini, Avantika, Sector 1, No.2- GBSSS	1413019	4
204	Ladpur-GBSSS	1413022	4
205	Rohini, Sector 11-G(Co-ed)SSS	1413023	5
206	Kanjhawala-SKV	1413025	5
207	Rithala-SKV	1413026	5
208	Sarvodaya Co-ed Vidyalaya Sec. 8 Rohini	1413027	7

209	Qutabgarh-SKV	1413028	10
210	Rohini, Avantika, Sector 1-SKV	1413030	10
211	Prashant Vihar-SKV	1413067	6
212	Rohini, Avantika, Sector 1-GGSSS	1413069	4
213	Rohini, Sector 16, Pocket A-SKV	1413070	4
214	Rohini, Sector 15-G(Co-ed)SSS	1413071	4
215	Rohini, Sector 7-SV	1413074	7
216	Punjab Khore-G(Co-ed)MS	1413075	3
217	Rohini, Sector 11-RPVV	1413076	4
218	Begumpur-GBSSS	1413077	5
219	Karala-SKV	1413078	8
220	Karala-GBSSS	1413079	8
221	Jaunti-SV	1413181	5
222	Sawada(Ghevra) Colony, A-Block- SKV	1413266	4
223	Sawada(Ghevra) Colony H-Block- SV	1413267	4
224	Begampur, GGSSS	1413268	5
225	Rohini, Sector 16, Pocket A-GBSSS	1413284	3
226	ROHINI,SEC-24- GGMS	1413316	6
227	ROHINI,SEC-24- GBMS	1413317	6
228	ROHINI,SEC-16- GGMS	1413318	6
229	ROHINI,SEC-16- GBMS	1413319	6
230	Sawada(Ghevra) Colony, B-Block- SBV	1413323	4
231	Rohini School of Excellence, Sector-17	1413333	9
232	Rohini, Sec-4- Govt. Co-ed Sarvodaya Vidyalaya	1413336	7
233	Pehlampur Sports Complex		3
234	Swimming pool With in the permises of SBV No. 1 Sakarpur		1
235	Bharat Nagar Sports Complex		3
236	Swimming pool With in the permises of GBSSS, Bharat nagar		1
237	Pooth kalan Sports Complex		3
238	Olympic Size Swimming pool with in the Permises of Gco-Ed- SSS, Cblock, Mongolpuri		1
239	north west A		2
240	North West B		2
241	Zone XII		1
242	Zone XIII		1
243	Chhatrasal Stadium		11

244	Rajiv Gandhi Stadium, Bawana		4
245	Rajiv Gandhi Sports Complex, Singhu		4
246	Cricket Complex Within the permises of GBSSS Dhaka		1
247	RD Office		1
248	GGSS, Sector - 25, Rohini, Delhi 85	1413340	3
249	SCHOOL OF EXCELLENCE, Sector - 23, Rohini, Delhi	1413342	4
250	GBSSS. Sector - XI, Rohini, Delhi - 85	1413341	4
251	Govt.,(Co-ed), SS, Sector - 15, Rohini	1413320	4
252	Govt.,(Co-ed), SS, Bhalsawa Village, Delhi	1309302	4
253	HQ Old Sectt.	Office	14
254	New Wing of DoE (HQ)	Office	4
TOTAL			1313

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)

No. F.1/962/CTB/2020-21/ 322

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

Dated:
04/03/2021


(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.

