

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

No. F.1/962/CTB/2020-21/323

Dated: 04/03/2021

ORDER

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

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

CLUSTER -C

Sl No.	Address of Schools	School ID	Sanitation workers to be deployed
1	R.K. Puram, Sector 12-SV (Jose Marti)	1719001	5
2	Sarojini Nagar, No.1-SBV (Ganesh Shankar Vidyarthi)	1719002	5
3	Sarojini Nagar, No.3-GBSSS	1719005	4
4	Sarojini Nagar, No.4-GBSSS	1719006	4
5	Moti Bagh I-GBSSS	1719010	4
6	R.K. Puram, Sector 2-Sarvodaya Co-ed Vidyalaya	1719013	5
7	R.K. Puram, Sector 7, No.3-SV	1719022	9
8	Sarojini Nagar, No.3-GGSSS	1719027	4
9	Sarojini Nagar, No.1-SKV	1719029	5
10	R.K. Puram, Sector 4- GGSSS	1719030	3
11	R.K. Puram, Sector 2, No.1-SV	1719069	5
12	R.K.Puram, Sector-6, Govt. S.(Co-ed) SSS	1719070	5
13	Moti Bagh I-SKV	1719073	5
14	Laxmi Bai Nagar(Co-Ed)-SSS	1719101	3
15	Netaji Nagar(Co-Ed)-SV	1719102	7
16	R. K. Puram, Sec-3-GBSSS	1719103	4
17	R. K. Puram, Sec-5(Co-Ed)-GSSS	1719104	4
18	Moti Bagh-II, Nanakpura-(Co-Ed)SV	1719105	9
19	Safdarjung Enclave-Sarvodaya(Co-Ed)SSS	1719106	5
20	Munirka, Sarvodaya(Co-ed) SSS	1719125	4



21	R.K. Puram, Sector-13 G(Co-ed)SV	1719130	4
22	Delhi Cantt.-SBV	1720001	5
23	Naraina, Ist Shift-SBV	1720002	5
24	Mehram Nagar-S(Co-ed)V	1720003	5
25	Pusa, IARI, 2nd Shift- GBSSS	1720005	7
26	Janak Puri, Block D, No.2-GBSSS-1720008	1720008	4
27	Naraina, 2nd Shift-GBSSS	1720010	4
28	Janak Puri, Block D, No.1-SKV	1720014	5
29	Inderpuri, Budh Nagar, F- Block- SKV	1720015	5
30	Pusa, IARI-SKV	1720017	7
31	Delhi Cantt.-SKV	1720018	5
32	Janak Puri, Block D, No.2-GGSSS	1720021	4
33	Naraina-SKV	1720022	9
34	GBSSS, F Block, Budh Nagar, InderPuri	1720023	4
35	Vasant Vihar, SV	1720024	4
36	VASANT KUNJ- GGSSS	1720026	4
37	Janak Puri, Block D-SBV	1720027	5
38	Rajokari-GBSSS	1720028	10
39	Mahipal Pur-GBSSS	1720029	6
40	Rajokari-SKV	1720030	5
41	Vasant Kunj, B1-RPVV	1720031	4
42	Mahipal Pur- Amar Shaheed Major Sehwat SKV	1720032	6
43	Ghitorni-SKV	1720033	9
44	Ghitorni-GBSSS	1720034	3
45	Inder Puri, Shahid Captain Amit Verma Govt. Sarvodaya (Co-ed) Vidyalaya	1720121	5
46	VASANT KUNJ- GBSSS	1720173	4
47	Vasant Vihar, C-4,G(Co-ed)MS	1720174	3
48	Vasant Kunj, D-Block- Sarvodaya (Co-ed) Sr. Sec. School	1720181	5
49	Palam Enclave, No.2-SBV	1821001	5
50	Palam Village, Raj Nagar Extn., Part 2-GBSSS	1821003	3
51	Palam Village, No.1- SBV	1821004	4
52	Samalka, No.1- GBSSS	1821005	5
53	Sagarpur, No.1-GBSSS	1821006	4
54	Sagarpur, No.2-GBSSS	1821007	8
55	Palam Enclave, No.3-GBSSS	1821010	4
56	Palam Village, Raj Nagar, Part 1-GBSSS	1821014	3

57	Palam Village, No.2-SKV	1821015	5
58	Sagarpur, No.1-SKV	1821016	9
59	Sagarpur, No.2-SKV	1821017	8
60	Palam Enclave, No.1-SKV	1821018	5
61	Raj Nagar-II SKV	1821020	5
62	Samalka-SKV	1821022	9
63	Palam Enclave, No.3-GGSSS	1821024	4
64	Vijay Enclave-SKV	1821025	5
65	Chhawla-SKV	1821026	4
66	Raj Nagar-I SKV	1821027	5
67	Vijay Enclave-SBV	1821028	5
68	Dwarka, Sector II-G(Co-ed)SSS	1821029	10
69	Dwarka Sector-I Pkt-7-SKV	1821030	9
70	Dwarka, Sector-VI, G(Co-ed)SSS	1821031	10
71	Bijwasan(Bharthal)SBV	1821032	5
72	Shahabad Mohammadpur- SKV	1821033	4
73	Kangan Heri-G(Co-ed)SSS	1821034	3
74	Bijwasan, Bharthal Road, GGSSS	1821035	7
75	Chhawla-GBSSS	1821036	4
76	Pochanpur-G(Co-ed)SSS	1821037	3
77	Nanakheri-G(Co-ed)SS	1821038	3
78	Bamnoli, Dhulsiras -G(Co-ed) Sr.Sec.School	1821039	3
79	Shahabad Mohammadpur- SBV	1821041	4
80	Mahavir Enclave-G(Co-ed)SS	1821136	3
81	Dwarka Sector-10, RPVV	1821137	4
82	Dwarka, Sector III(Ist Site)-GGSSS	1821203	6
83	Dwarka Sector-22, G(Co-ed)SSS	1821204	5
84	Dwarka Sector-6, Govt. (Co-ed) SSS (Site-I)	1821206	7
85	Dwarka Sector-I Pkt-7 SBV	1821234	9
86	Dwarka, Sector III(Ist Site)-GBSSS	1821237	7
87	Govt. Co-ed SS, Sector - 16, Dwarka	1821242	4
88	Samalka, No.2- GBSSS	1821244	8
89	DWARKA SEC-17 GOVT CO-ED SARVODAYA VIDYALAYA	1821279	7
90	Samalka- GGSSS	1821280	7
91	Dwarka, Sector-13- Govt. Co-ed Sarvodaya Vidyalaya	1821281	7
92	Dwarka School of Excellence, Sector-22	1821282	7
93	Dwarka, Sec-19- RPVV	1821285	7
94	Dwarka, Sec-5- RPVV	1821286	8
95	Najafgarh-S(Co-ed)V	1822002	5

96	Surhera-SV	1822003	10
97	Mundela Kalan-Govt.(Co-ed)SSS	1822004	4
98	Pandwala Kalan-SV	1822005	5
99	Daulat Pur-SV	1822006	5
100	Shikar Pur-SV	1822007	4
101	Najafgarh, No.2-GBSSS	1822009	4
102	Ghumanhera-GBSSS	1822010	4
103	Kair-GBSSS	1822012	4
104	Ujwa-GBSSS	1822013	4
105	Dhansa-GBSSS	1822014	3
106	Dichaon Kalan-GBSSS	1822015	4
107	Rawta-G(Co-ed)SSS	1822024	4
108	Jhatikara-G(Co-ed)SSS	1822025	3
109	Paprawat-GGSSS	1822027	4
110	Goela Khurd-GGSSS	1822028	4
111	Khera Dabar-G(Co-ed)SSS	1822031	4
112	Kazipur-G(Co-ed)SSS	1822033	3
113	Hasanpur Village- G(Co-ed)SSS	1822037	3
114	Dhansa-SKV	1822039	6
115	Kair-SKV	1822040	4
116	Najafgarh, No.1-GGSSS	1822044	4
117	Najafgarh, No.2-GGSSS	1822047	4
118	Ujwa-GGSSS	1822048	3
119	Dichaon Kalan-GGSSS	1822050	3
120	Ghumanhera- SV	1822051	9
121	Jaffarpur Kalan-S(Co-ed)V	1822055	9
122	Khaira-GGSSS	1822056	4
123	Najafgarh, No.3-GBSSS	1822057	4
124	Malikpur-G(Co-ed)SSS	1822059	8
125	Najafgarh, No.3-GGSSS	1822060	4
126	Najafgarh, Dharampura-SKV	1822061	4
127	Najafgarh, No.1-GBSSS	1822063	4
128	Khaira-GBSSS	1822064	3
129	Najafgarh, Jharoda Kalan-GBSSS	1822065	10
130	Najafgarh, Jharoda Kalan-GGSSS	1822066	4
131	Deendar Pur-Sarvodaya Kanya Vidyalaya	1822176	9
132	Najafgarh Stadium-GGSSS	1822177	3
133	Mitraon-G(Co-ed)SSS	1822178	4
134	Nangli Sakrawati Village-GGSS	1822245	4
135	Deendar Pur - SBV	1822247	4
136	Najafgarh-GBSSS(Stadium)	1822249	3
137	Goela Khurd-GBSSS	1822257	4
138	Najafgarh, Dharampura-GBSSS	1822258	3

139	Dichaon Kalan- G Coed SV	1822262	5
140	Nagli Sakrawat, Delhi	1822301	4
141	Jonapur- Baba Neem Karoli, SKV	1923003	5
142	Mehrauli Qutab, Sarvodaya Bal Sr. Sec. Vidyalaya	1923004	5
143	Dr. Ambedkar Nagar, Sector IV, No.1-SBV (Yogi Arvind)	1923005	7
144	Dr. Ambedkar Nagar, Sector IV, No.1-GBSSS	1923008	4
145	Dr. Ambedkar Nagar, Sector IV, No.2-GBSSS	1923009	7
146	Malviya Nagar-GBSSS	1923010	9
147	Dr. Ambedkar Nagar, Sector V-GBSSS (Shaheed Anushuya Prasad)	1923011	5
148	Chirag Delhi-GBSSS	1923012	6
149	Begumpur-GBSSS	1923013	4
150	Fatehpur Beri- SBV	1923014	9
151	Mehrauli, No.2-GBSSS	1923015	4
152	Dr. Ambedkar Nagar, Sector V, No.1-GBSS	1923016	4
153	Dr. Ambedkar Nagar, Sector-1, Tigri-GBSSS	1923017	3
154	Deoli-GBSSS	1923018	4
155	Dr. Ambedkar Nagar, Sector IV-SBV	1923019	4
156	Khanpur, No.1-GBSSS	1923020	4
157	Hauz Rani-GBSSS	1923021	4
158	Dera- GGSSS	1923023	4
159	Bhatti Mines-G(Co-ed)SSS	1923026	7
160	Sangam Vihar-GBSSS	1923027	4
161	Neb Sarai-G(Co-ed)SS	1923031	3
162	Maidan Garhi-G(Co-ed)SS	1923033	5
163	Ishani Govt. Sarvodaya Kanya Vidyalaya G-BLOCK SAKET	1923036	5
164	Chirag Delhi-SKV	1923037	6
165	Mehrauli Ramanujan-SKV	1923038	5
166	Hauz Rani-Sr.Sec.SKV (Raja RamMohan Roy)	1923041	5
167	Deoli-SKV (Bachhan Prasad)	1923042	5
168	Dr. Ambedkar Nagar, Sector IV, No.1-GGSSS	1923044	6
169	Dr. Ambedkar Nagar, Sector IV, No.2-GGSSS	1923045	7
170	Malviya Nagar-SKV	1923046	5

171	Dr. Ambedkar Nagar, Sector V-GGSSS	1923047	5
172	Chattarpur-GGSSS	1923048	9
173	Dr. Ambedkar Nagar, Sector V, No.2-GGSSS	1923050	5
174	Lado Sarai-GGSS	1923051	5
175	Sangam Vihar-GGSSS	1923052	4
176	Pushp Vihar, M.B.Road-GGSSS	1923055	7
177	Saket, Block J-SBV (Vir Chander Singh Garhwal)	1923056	9
178	Begumpur, MMTC/STC Colony-SKV	1923057	5
179	Pushp Vihar, M.B.Road-GBSSS	1923058	7
180	Fatehpur Beri-SKV (Priya Darshani)	1923059	8
181	Dr. Ambedkar Nagar, Sector IV, No.3-GGSSS	1923060	5
182	Sultanpur-SKV	1923061	5
183	Khanpur-SKV (Hakikat Rai)	1923062	6
184	AYA NAGAR-SKV	1923063	7
185	Mandi Village - SKV	1923064	4
186	Dr. Ambedkar Nagar, Sector IV, No.3-GBSSS	1923065	5
187	Dr. Ambedkar Nagar, Sector V, No.3-GBSSS	1923066	5
188	Saket, Block G-GBSSS	1923068	4
189	Khanpur, No.2-GBSS	1923069	6
190	Mehrauli, No.3-GBSS	1923070	3
191	Pushp Vihar, M.B.Road-SKV	1923071	5
192	Begumpur, MMTC/STC Colony-GGSS	1923072	3
193	Dr. Ambedkar Nagar, Sector V, No.1-GGSS	1923078	4
194	Mehrauli, No.2- SKV	1923079	5
195	Dr. Ambedkar Nagar, Tigri- GGSSS	1923080	3
196	Chattarpur, Acharya Tulsi SBV	1923081	8
197	Sangam Vihar, J-Block- SKV	1923346	7
198	Dr. Ambedkar Nagar, Sector-V(Dashinpuri Extension)-SV	1923351	9
199	GBSSS, AYA NAGAR	1923354	4
200	Sultanpur-GBSSS	1923355	4
201	Sangam Vihar, J-Block - SBV	1923357	5
202	Dera- GBSSS	1923360	5

203	Dr. Ambedkar Nagar, Sector IV, No.2-SBV	1923393	7
204	Sriniwaspuri-SBV (Govind Ballabh Pant)	1924001	5
205	Ali Ganj-SV	1924003	5
206	Jangpura-GBSSS	1924004	3
207	Hari Nagar Ashram-GBSSS	1924005	4
208	Sadiq Nagar-SBV	1924009	5
209	Defence Colony, Varun Marg-GBSSS	1924014	3
210	Sarai Kale Khan-GBSS	1924018	3
211	GEORGI STOIKOV RAKOVSKI SARVODAYA KANYA VIDYALAYA C- BLOCK DEFENCE COLONY	1924023	5
212	Defence Colony, Block A- SN SKV	1924025	6
213	East of Kailash, No.2-SKV	1924027	6
214	Sriniwaspuri-GGSSS	1924031	4
215	East of Kailash, No.1-GGSSS	1924032	4
216	Andrews Ganj- SKV	1924033	4
217	Jungpura-SKV (Kamla Nehru)	1924037	6
218	INA Colony- RPVV	1924038	4
219	Kidwai Nagar- Sarvodaya Vidyalaya (Rani Durgawati)	1924039	8
220	Nehru Nagar-G(Co-ed)SSS	1924041	4
221	Garhi, Jharia Maria-GBSS	1924042	4
222	Hari Nagar Ashram-SKV	1924043	6
223	Jungpura-G(Co-ed)SS	1924044	5
224	Noor Nagar- SBV	1925002	5
225	Chirag Enclave-SBV (Kautilya)	1925003	10
226	New Friends Colony-GBSSS (Chander Shekhar Azad)	1925005	4
227	Madanpur Khadar- GBSSS (Rama Krishna)	1925006	8
228	Tuglakabad Extn.-SBV (Sardar Vallabhbhai Patel)	1925007	6
229	Molar Band, No.1- SBV	1925009	9
230	Kalkaji, No.2-GBSSS	1925011	4
231	Kalkaji, Block G-GBSSS	1925012	5
232	Tuglakabad Village-GBSSS	1925014	8
233	Badarpur, No.1-GBSSS	1925015	9
234	Kalkaji, DDA Flats, Phase II-GBSSS	1925016	4

235	Tuglakabad, Railway Colony- SBV	1925017	10
236	Tuglakabad Extn., No.2-GBSSS	1925020	4
237	Kalkaji, DDA Flats, Phase II-GBSS	1925024	5
238	Tekhand - GGSSS	1925027	6
239	Kalkaji, No.1-SKV (Veer Savarkar)	1925029	8
240	Tuglakabad, Railway Colony-SKV (Rani Jhansi)	1925031	10
241	Green Park Extn.-SKV (Gargi)	1925032	5
242	New Friends Colony-SKV	1925033	7
243	Noor Nagar-SKV	1925035	6
244	Molar Band- SKV	1925037	9
245	Kalkaji, No.2-SKV	1925038	5
246	Kalkaji, No.3-GGSSS	1925039	5
247	Tuglakabad Village-SKV	1925040	8
248	Kalkaji, DDA Flats, Phase II-GGSSS	1925041	4
249	Badarpur, No.1-GGSSS	1925042	9
250	Kalkaji, DDA Flats, Phase II-GGSS	1925045	5
251	Tuglakabad, Railway Colony, No.2-GGSSS	1925046	8
252	Tuglakabad Extn.-GGSS	1925048	8
253	Joga Bai-GGSSS	1925049	3
254	Molar Band-GBSSS	1925050	3
255	Badarpur, No.2-GBSSS	1925051	9
256	Joga Bai-GBSSS	1925052	3
257	Molar Band, No.2- GGSSS	1925053	8
258	Badarpur, No.2-GGSSS	1925054	7
259	Chitranjan Park-GBSSS	1925055	5
260	Tughlakabad Extn.-SBV	1925056	5
261	Molar Band, No.2-GBSSS	1925057	8
262	Tughlakabad, Railway Colony, No.2-GBSSS	1925058	8
263	Lajpat Nagar, Ring Road-SBV (Shaheed Hemu Kalani)	1925059	10
264	Chitranjan Park-SKV (Shyama Prasad Mukherjee)	1925060	6
265	Tughlakabad Extn., No.1-SKV (Aruna Asif Ali)	1925061	6
266	Madanpur Khadar- SKV	1925062	8
267	Molar Band-GGSSS No. 3	1925190	7

268	Masjid Moth- Sarvodaya(Co-ed) Vidyalaya	1925246	4
269	Badarpur, No.3-GBSSS	1925247	7
270	Badarpur, No.3-GGSSS	1925248	9
271	Tughlakabad Extn.-GBSSS No.3	1925249	6
272	Tughlakabad Extn.-GGSSS No.2	1925250	6
273	Shahpur Jat-S(Co-Ed)V	1925333	5
274	Lajpat Nagar-RPVV	1925334	4
275	LAJPAT NAGAR GOVT.(CO.ED)S.S.S	1925335	4
276	Madanpur Khadar Extn. J.J.Colony GBSSS	1925339	5
277	Madanpur Khadar Extn. J.J.Colony GGSSS	1925340	6
278	HARKESH NAGAR GGSSS	1925341	8
279	HARKESH NAGAR GBSSS	1925342	8
280	Jasola Village, GGSSS	1925345	5
281	Jasola Village, GBSSS	1925353	5
282	Tekhand - GBSSS	1925356	6
283	Molar Band	1925399	4
284	Molar Band, No.4- GGSSS	1925400	6
285	GGSSS No. 1, Molar Band	1925401	6
286	SBV No.2, Molarband, New Delhi - 44	1925402	4
287	Madanpur Khadar- GBSSS	1925403	6
288	Madanpur Khadar- GGSSS	1925404	6
289	Sarai Kale Khan,Vidyut Vihar- Govt. SV	1925418	5
290	Kalkaji School of Excellence	1925430	7
291	Madanpur Khadar Extn., Phase-III- Govt. Co-ed Sarvodaya Vidyalaya	1925431	7
292	Madanpur Khadar School of Excellence, J.J Colony, Phase-II	1925432	7
293	Jor Bagh-SV	2026005	5
294	IEDSS office		2
295	Science Branch office		2
296	South District office		2
297	South East District office		3
298	South West -A district office		2
299	South West -B district office		2
300	Thyagraj Stadium		20




301	Najafgarh Stadium-GGSSS		4
302	Mundela Kalan Sports Complex		3
303	Swimming Pool (Sister Nivadita SKV, A Block, Defence Colony, ND-24		1
304	Swimming Pool (GBSSS, Safdarjung Enclave, New Delhi - 29	1719106	1
305	Swimming pool (GS (Co-ed), SSS, Sector - IV, R.K Puram, New Delhi - 22		1
306	RD office		1
	TOTAL		1634

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/ 323

1. PS to Director (Education)
2. PA to JDE (CTB)
3. Head of Schools/In-charge concerned for necessary action please.
4. M/s Orion Security and Solutions 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	In first month of the contract and further to be provided as and when broken/ Required by HOS/HOO
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	

- 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.

