

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

No. F.1/962/CTB/2020-21/324

Dated: 04/03/2021

ORDER

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

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

CLUSTER - D

Sl No.	Address of School	ID	Sanitation workers to be deployed
1	Nehru Vihar-SKV	1207004	8
2	Jagat Pur- SKV(Mahavir Singh)	1207005	4
3	Shankaracharya Marg,Shahed Bhai Bal Mukand-SV	1207008	5
4	Burari-SBV	1207009	7
5	Govt. Sarvodaya Vidyalaya No.3, Shakti Nagar	1207011	5
6	Timar Pur-SBV	1207012	5
7	Roop Nagar,RSV NO-4	1207013	5
8	Gokhle Marg-SBV	1207014	5
9	Roshanara Road-SBV	1207015	7
10	Roop Nagar, No.2-GBSSS	1207016	4
11	Roop Nagar, No.1-GBSSS	1207017	4
12	Shakti Nagar, No.1-GBSSS	1207019	7
13	Mori Gate, No.1-SV	1207022	7
14	Kamla Nagar, E-Block, GBSS	1207027	3
15	Lancer Road Near Maal Road	1207032	5
16	Sabzi Mandi, Kedar Building, Amar Shaheed Matadeen Lodha-SKV	1207033	7
17	Timar Pur-SKV	1207034	5
18	Malka Ganj-SKV	1207035	5



19	Burari-SKV	1207036	7
20	Shakti Nagar, No.1-SKV	1207037	7
21	Shakti Nagar, No.2-GGSSS	1207038	7
22	Roop Nagar, No.1-GGSSS	1207039	4
23	Roop Nagar, No.3-GGSSS	1207041	3
24	Chabi Ganj, Kashmiri Gate-GGSSS	1207042	4
25	Nicholson Road-GGSSS	1207043	4
26	Sham Nath Marg, Shaheed Amir Chand-SV	1207107	5
27	Raj Niwas Marg, RPVV	1207108	4
28	Magazine Road-GBSSS	1207109	3
29	Nathupura-GBSSS	1207110	5
30	Nathupura-GGSSS	1207111	5
31	Magazine Road-SKV	1207112	5
32	Civil Lines, RPVV	1207113	4
33	Nehru Vihar-GBSSS	1207114	4
34	Burari-GBSS	1207116	5
35	Burari-GGSS	1207117	5
36	Mukund Pur Village - GGSSS	1207230	7
37	Mukund Pur Village - GBSSS	1207236	7
38	JAGATPUR - GBSS	1207255	7
39	Gulabi Bagh-SBV	1208001	5
40	Qutab Road-SBV	1208002	5
41	Sarai Rohilla-GBSSS	1208004	4
42	Padam Nagar-GBSSS	1208006	4
43	Model Basti-GBMS	1208010	3
44	Chandni Chowk-G(Co-ed)SS	1208011	3
45	Gulabi Bagh-SKV	1208013	7
46	Partap Nagar- SKV	1208014	5
47	Sarai Rohilla-SKV	1208015	5
48	Idgah Road-SKV	1208016	5
49	Chandni Chowk, Diwan Hall, SKV	1208017	4
50	Padam Nagar-SKV	1208018	5
51	Tulsi Nagar-GGSSS	1208021	3
52	Kinari Bazar, Gali Barf Wali-GGSSS	1208023	3
53	Pul Bangash-SKV	1208025	4
54	Quresh Nagar, GGSSS	1208027	3
55	Idgah Road-GGSS	1208029	3
56	Deputy Gunj-GGSS	1208030	3
57	Inder Lok-SKV	1208090	7

58	Naya Bazar, Sushila Mohan Marg-(Co-ed)Sec. School	1208091	3
59	Kishan Ganj-RPVV	1208092	4
60	Shastri Nagar-SKV	1208095	5
61	Tulsi Nagar- GBSSS	1208219	4
62	Shastri Nagar, Lalita Block - SBV	1208229	7
63	Pratap Nagar-GBSSS	1208232	7
64	Khyala, J.J. Colony, No.1-GBSSS	1514003	4
65	Khyala, No.2-GBSSS	1514004	4
66	Tilak Nagar, No.1-SBV	1514005	5
67	Tilak Nagar, No.2-SBV	1514006	5
68	Janakpuri, Block B, No.2-SBV (Shaheed Capt. Anuj Nayyar)	1514008	5
69	Chand Nagar, No.1-SKV	1514011	8
70	Khyala, No.1-GGSSS	1514012	4
71	Khyala, No.2-SKV	1514013	5
72	Tilak Nagar, No.1-GGSSS	1514014	4
73	Tilak Nagar, No.3-SKV	1514016	4
74	Vikas Puri, Distt. Centre-SKV	1514017	7
75	Ashok Nagar-GGSSS	1514018	4
76	Janakpuri, Block B SKV	1514019	7
77	Hari Nagar, Clock Tower- SKV	1514021	7
78	Hari Nagar, Block-L S(Co-ed)V	1514022	5
79	Hari Nagar, Block BE-RPVV	1514023	4
80	Chand Nagar-SBV	1514110	8
81	Hari Nagar, Clock Tower, Site-2-GBSSS	1514112	4
82	Jaidev Park-SV	1515001	6
83	Ashok Nagar-SBV	1515002	5
84	Ashok Nagar-SBV (Hockey Stadium)	1515002	3
85	Subhash Nagar-SBV	1515003	5
86	East Punjabi Bagh-SV	1515004	5
87	Rajouri Garden Main-GBSSS	1515005	3
88	Rajouri Garden Extn.-GBSSS	1515006	4
89	Madipur, No.1-SBV	1515007	5

90	Punjabi Bagh, No.1-GBSSS	1515010	4
91	Raghubir Nagar, J.J. Colony-GBSS	1515017	4
92	Rajouri Garden Extn., GBSSS	1515018	3
93	Raghubir Nagar, J.J. Colony- G(Co-ed)SSS	1515019	3
94	Rajouri Garden Extn.-SKV	1515021	7
95	Rajouri Garden Main-SKV	1515022	7
96	Punjabi Bagh, No.2-SKV	1515023	5
97	Madipur, No.2-SKV	1515024	6
98	Tagore Garden, No.2-SKV	1515025	6
99	Tagore Garden, No.1-GGSSS	1515026	8
100	Madipur, No.1-GGSSS	1515028	4
101	Subhash Nagar, No.1-GGSSS	1515029	4
102	Raghubir Nagar, J.J. Colony-GGSSS	1515030	4
103	Tagore Garden-GBSSS	1515139	4
104	Ramesh Nagar-SBV	1516002	9
105	Mansarovar Garden-SV	1516003	5
106	Moti Nagar SBV	1516010	5
107	Shadi Khampur-GBSSS	1516011	4
108	Prem Nagar-GBSSS	1516013	5
109	Saraswati Garden-G(Co-ed)SS	1516017	3
110	Moti Nagar SKV	1516018	5
111	Basai Darapur-SKV	1516019	5
112	Ranjit Nagar-SKV	1516021	5
113	Shadi Khampur-SKV	1516022	5
114	Kirti Nagar-GGSSS	1516025	4
115	Ramesh Nagar-SKV	1516027	5
116	Prem Nagar-GGSSS	1516030	5
117	Karampura, Industrial Area-G(Co-ed)SSS	1516068	4
118	Karampura, Block H- G(Co-ed) Sarvodaya Vidyalaya	1516104	5
119	West Patel Nagar-GBSSS	1516140	4
120	West Patel Nagar-GGSSS	1516141	3
121	West Patel Nagar-SKV	1516142	10
122	West Patel Nagar-SBV	1516143	5
123	Tikri Kalan- GBSSS	1617001	8
124	Nangloi-SBV	1617002	6
125	Paschim Vihar, A 2-SV(Co-ed)	1617003	5

126	Nangloi, Kavita Colony-G(Co-ed)SSS	1617004	5
127	Ranhaulula-SKV	1617005	6
128	Hiran Kudna-SV(Co-ed)	1617006	4
129	New Multan Nagar-SV(Co-ed)	1617007	5
130	Paschim Vihar, B 4-SV(Co-ed)	1617008	9
131	Paschim Vihar, A 6-RPVV	1617009	4
132	Nangloi-SKV	1617010	6
133	Paschim Vihar, B 3-SKV	1617011	5
134	Tikri Kalan-SKV	1617012	10
135	Nangloi, Sultanpuri Road-SKV	1617013	5
136	Mundka Village-SKV	1617014	10
137	Amalwas, Jawalapuri-GBSSS	1617015	7
138	Nangloi, Sultanpuri Road-GBSSS	1617017	4
139	Mundka Village-GBSSS	1617018	10
140	Ambika Vihar-GBSS	1617019	3
141	Nangloi-GGSSS	1617021	5
142	Nangloi, Phase II-GBSSS	1617024	4
143	Nangloi, Phase I-GBSSS	1617025	3
144	Nilothi-SKV	1617026	4
145	Punjabi Basti-G(Co-ed)SSS	1617027	6
146	Peera Garhi Village- SKV	1617028	4
147	Bakkarwala-G(Co-ed)SSS	1617029	9
148	Baprola-GGSSS- 1617030	1617030	10
149	Paschim Vihar, A 6-G(Co-ed)SSS	1617032	5
150	Ambika Vihar-GGSSS	1617033	3
151	Nangloi, J.J. Colony-GGSSS	1617035	7
152	Amalwas, Jawalapuri-SKV	1617036	5
153	Nangloi, J.J. Colony-GBSSS	1617037	7
154	Paschim Vihar, B 3-G(Co-ed)SSS	1617137	8
155	Baprola Vihar- GGSS	1617211	4
156	Kunwar Singh Nagar,Ranhaulula- G(Co-ed)SSS	1617214	3
157	Nilothi-SBV	1617219	4
158	Govt. Sarvodaya Kanya Vidyalaya, Shiv Ram Park, Nangloi	1617222	4

159	Govt. Sarvodaya Bal Vidyalaya, Nihal Vihar, Nangloi	1617223	4
160	Ranhaul- SBV	1617227	5
161	Peera Garhi Village- SBV	1617254	7
162	Baprola, Rajiv Ratan Awas- G(Co-ed)SSS	1617255	6
163	Matiala-SBV	1618001	8
164	Vikas Puri, Block A-SBV	1618002	7
165	Janakpuri, Possangipur B1-SV(Co-ed)	1618003	7
166	Uttam Nagar, No.2-GBSSS	1618004	3
167	Janakpuri, Block C, No.2-SBV	1618005	6
168	Janakpuri, Block C, No.1-GBSSS	1618006	4
169	Uttam Nagar-SBV	1618008	5
170	Kakrola-SV	1618009	7
171	Vikas Puri, Block G-GBSSS	1618010	4
172	Vikas Puri, KG-I/II-GBSSS	1618015	3
173	Vikas Puri, Block- F-G(Co-ed)SSS	1618016	5
174	Janakpuri -SKV No.1,C-Block	1618017	6
175	Janakpuri, Block A-SKV	1618018	8
176	Vikas Puri, Block G-SKV	1618019	5
177	Kakrola-GGSSS	1618020	7
178	Uttam Nagar, No.2-GGSSS	1618021	3
179	Janakpuri C-Block,SKV No.2	1618022	5
180	Uttam Nagar-SKV	1618057	6
181	Hastsal-GBSSS	1618058	8
182	Bindapur-GBSSS	1618059	7
183	Bindapur-GGSSS	1618060	7
184	HASTSAL-SKV	1618061	8
185	Vikas Puri, Block A-SKV	1618062	8
186	Mohan Garden-SKV	1618063	5
187	Janakpuri, Block A, No.2-GGSSS	1618064	7
188	Janakpuri, Block A-GBSSS	1618065	6
189	Vikas Nagar-G(Co-ed)SS	1618067	3
190	Matiala-SKV	1618070	8
191	Mohan Garden-GBSSS No.1	1618072	4
192	Bindapur-G(co-ed)SSS	1618191	6
193	Rajapur Khurd-G(Co-ed)SS	1618192	7

194	Shiv Vihar- GGSSS	1618193	5
195	Mohan Garden-GGSSS	1618264	3
196	Shiv Vihar-GBSSS	1618267	5
197	Binda Pur,Pocket-III-G(Co-ed)SS	1618269	3
198	BindaPur,Pocket-IV-G(Co-ed)SS	1618270	3
199	Mohan Garden-GBSSS No.2	1618277	3
200	HASTSAL- GGSSS	1618278	8
201	Hastsal, Janta Flats- SBV	1618281	6
202	Bindapur, No.2- GBSSS	1618314	6
203	Vipin Garden- Govt. Co-ed SS	1618316	6
204			
205	Kitchner Road-SV	2026002	5
206	Pandara Road-GBSSS	2026003	4
207	Pandara Road-SKV	2026004	6
208	Rouse Avenue-SBV	2127001	9
209	Jama Masjid, No.1(Urdu Medium)-SBV	2127002	7
210	Darya Ganj, Pataudi House-SBV	2127003	7
211	Kamla Market, Zeenat Mahal-GBSSS	2127004	4
212	Mata Sundri Road-GBSSS	2127005	5
213	Jama Masjid, No.2-GBSS	2127006	3
214	Bela Road-GBSSS	2127007	3
215	Kamla Market, Zeenat Mahal-SKV No.1	2127014	5
216	Mata Sundri Road-SKV	2127015	5
217	Dayanand Road-SKV	2127016	5
218	Jama Masjid, No.2-SKV	2127017	7
219	Ram Nagar, No.1-GGSSS	2127018	3
220	Darya Ganj, Pataudi House-GGSSS	2127020	3
221	Bulbuli Khana-SKV	2127021	5
222	Jama Masjid, Panama Building-GGSSS	2127023	3
223	Jama Masjid, No.1(Hindi Medium)-SKV	2127024	5
224	Chashma Building(Urdu Medium)-GGSSS	2127025	3
225	Bela Road-GGSSS	2127026	3
226	Kalan Mahal-GGSSS	2127027	3



227	Bulbuli Khana(Urdu Medium)-SV (Middle)	2127030	3
228	Lambi Gali- GGSS	2127031	3
229	Ajmeri Gate, Gali Bansī Koyle Wali(Urdu Medium)-GBMS	2127032	3
230	Kotla Firozshah-G(Co-ed)MS	2127034	3
231	Lal Kuan, Zeenat Mahal, No.2-SKV	2127179	5
232	Lal Kuan, No.1-GGSS	2127180	3
233	Paharganj-SBV	2128001	4
234	Jhandewalan, Plot 6-SBV (Asharfi Devi)	2128002	5
235	New Rohtak Road, 22-B Dev Nagar-GBSS	2128006	4
236	Dev Nagar-GBSSS	2128007	4
237	Rani Jhansi Road-SBV	2128008	5
238	Karol Bagh, Ramjas Lane- GBSSS	2128014	5
239	Aram Bagh Lane-SKV	2128018	4
240	Old Rajinder Nagar-SKV (Swami Daya Nand)	2128019	5
241	Prasad Nagar-SKV (Baba Ramdev)	2128020	5
242	Paharganj-GGSSS	2128021	3
243	New Rohtak Road-GGSSS	2128023	4
244	East Park Road-GGSS	2128025	3
245	Karol Bagh, Link Road, Plot No.1-RPVV	2128031	3
246	New Rajinder Nagar-SV (Rana Pratap)	2128032	6
247	HQ Patrachar Building		3
248	HQ Lucknow Road		3
249	HQ Cal Lab		1
250	North District office		2
251	west A district office		1
252	West B District office		1
253	New Delhi/Central District office		1
254	Zone VIII office		1
255	Iudlow Castle Sports complex		2

256	Ashok Nagar Sports Complex		2
257	Govt. Co-ed SS, Possangipur		2
258	Vikaspuri Sports complex		2
259	Sports Complex in SBV, L Block, Hari Nagar		2
260	Swimming pool with in the Premises of Shahid Amir Chand SV Sham Nath Marg		1
261	Swimming pool with in the permises of GBSSS No. Rajouri Garden Extn.		1
262	Swimming Pool with in the premises of Ashrfi Devi SBVPlot No. 6 Jhandewalan, New Delhi		1
263	Swimming pool with in the premises of SBV West Patel Nagar		1
264	Swimming pool with in the premises of SKV No. 2 C Block, Janakpuri		1
265	Swimming pool with in the permises of SKV L Block, hari nagar, new Delhi		1
266	RD office		1
267	EVGC Bureau		5
	TOTAL		1284

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:

04/03/2021

No. F.1/962/CTB/2020-21/ 324

1. PS to Director (Education)
2. PA to JDE (CTB)
3. Head of Schools/In-charge concerned for necessary action please.
4. M/s ACME Excellent Management 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.

