

GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
2ND FLOOR, B-BLOCK, 5-SHAM NATH MARG

DHE.2(12)/CTB/2009-10/

Dated:

TENDER NOTICE

Directorate of Higher Education invites sealed quotations from registered agencies for providing of Sanitation Services in this Directorate. The last date for submission of quotation is 07/06/2012 upto 3.30PM. The quotations would be opened at 4.30PM in the office of the Dy. Director, Directorate of Higher Education, II Floor, B-Block, 5-Sham Nath Marg, Delhi-54, on the same day in the presence of the tenderness, who may like to be present.

Yours faithfully,

Encl: Terms & Conditions


(ATUL MARWAHA)
Admn. Officer (Hr. EDN)

DHE.2(12)/CTB/2009-10/ 907-917

Dated: 30/5/12

1. Sunrise Enterprises C-56, Main Road, Subzi Mandi Mandawali Delhi.
2. Yasikan Enterprises Pvt. Ltd., C-73A, Mandawali Fazalpur, Uncheper, Delhi-92.
3. A to Z Services C-16A, Mandawali, Fazalpur Uncheper Delhi.
4. Yasikan Infotech pvt. Ltd, 57/11, IInd Floor, Old Railway Road, Delhi
5. Kanishka Contractor & Traders D-1/201A, East of Loni Road, Ashok Nagar, Extn. Delhi.
6. M/s. Kamal Sanitatio work, G48-49, Kewal Park, Azad Pur, Delhi.
7. Vishaka Enterprises 30/42, Viswas Nagra, Shahdra, Delhi.
8. Golden Star Enterprises, Daryagnj, New Delhi-110002.
9. Naman Facility Management, MCD Flats-122, Block-7, Nand Nagri, Delhi
10. Asstt., Programmer with a request to place the notice on Directorate's website.
11. Notice Board.


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**GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2ND FLOOR 5-SHAM NATH MARG DELHI**

Sl.No.	Particulars	Total Area	With Material	Without Material
1	Sweeping/ Washing in covered area /Non-covered area,	270 Sq Mt.		
2.	Cleaning Latrines, Bathrooms, Urinals etc. including dressing rooms, passages etc attached there to and mirrors dressing tables and Officer Table and charis other articles contained therein.	2 Bathroom and 6 Officers Table		

Terms and Conditions.

Security Deposit

- a. Registered party/agency need to deposit security of amount Rs.5000/- in the form Bank Draft drawn in favour of D.D.O. Directorate of Higher Education, Govt. of NCT of Delhi except Govt. Agency.

Details of jobs to be carried out twice in a day are as under

- a) General Cleaning, sweeping mopping, dusting and any other connected work of the rooms, Corridors, stairs, and articles lying therein such as spittoons, space for water coolers and Toilets, open space like corridors.
- b). Removal of Garbage from dustbins in plastic bags. (Carrying of garbage in trolley with high quality rubber wheels. No garbage to be left in the site overnight.)
- c). Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc.
- d). Cleaning of table tops, chairs, almirah, frames, panels, railings glasses and cabin partitions with approved cleaning materials.
- e). Air-freshener spray in officers rooms once a day and on requirement basis as directed by the department
- f.) Cleaning and dusting of computers, keyboards, terminals printers, photostate machines, filling cabinets, telephones, fax, telex and other article lying on the site.
- g). Cleaning and dusting of plants, painting, posters, notice board etc.
- h). Cleaning nameplates and painting with glass top and window grills in twice a week.

- 1). Working hours will be from 9.00 am to 5.30 p, from Monday to Friday . The extensive housekeeping work has to be generally done before 9.30 am or after 6.00 pm on all working days.
- 2). The cleaning of toilet (including fixtures such as WCs, Urinals, washbasins etc.) lobby corridors and other areas shall be done continuously and regularly during office hours.

Labour and Materials to be provided by Agency.

1. The service provider should use material of best quality or brand.
2. The Agency shall arrange to refill the sanitary cubes, deodorizer, and other consumable like Air fresheners, phenyl, toilet roll, tissue box and liquid soap.
3. For hand washing all the toilet and the cost of consumable and cleaning materials will be borne by the contracting agency.
4. Agency shall arrange to spray air fresheners in officer's rooms, on daily basis and whenever required. The cost of the spray will be borne by the agency.
5. All materials to be used for cleaning and other consumables shall be in conformity with the specifications/brand/ make of government approved standards.

Other terms and Conditions:-

1. Attendance report of all the manpower deployed at Directorate shall be given by the agency supervisor to caretaker, caretaking branch Directorate of Higher Education Delhi every day.
2. All the manpower wears proper uniform (to be provided by Service Provider) and badges/ label ID Card, while on duty.
3. All requirements under various statutory laws including the provisions of minimum wages Act, 1948. the contract Labour Act, 1970 and other lab or laws applicable must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the Government by way of default, interest and penalty. The Agency shall undertake to furnish all the details and when asked for the Directorate. The agency will also maintain the relevant records of all payment made by the agency and will produce to the satisfaction of the Directorate when asked for.

4. Any change will be informed to the department immediately. Sanitation staff shall be in the age of 18 to 40 years.
5. The agency shall be responsible for the good conduct/behavior and integrity of its personnel and will be responsible for any act of omission of commission on their part. They shall be available all the time as per their duty register and they shall not leave their place of duty without prior permission immediately replacement shall be provided in case of absence of any staff.
6. Agency will be responsible to provide all the benefits regarding provident fund, bonus gratuity, leave etc to the eligible staff.
7. Any damage caused to the property of this directorate by the agency personnel will be liable to recovered from the agency.
8. The agency will be responsible for supply of garbage bags, for collecting garbage and disposal outside at sites designated by MCD for this purpose.
9. TDS/VAT and any other taxes will deduct from each bill as per applicable rules


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