

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI

No. F- 4/20/08/AR/981-1080 IC

Dated: 16/01/09

OFFICE ORDER

In pursuance of Cabinet Decision No. 1425 dated 23.07.2008, it has been decided that the respective Heads of the Departments need to ensure that proper sanitation arrangements are made for cleanliness of various Departments, Institutions and Organizations. While inviting tenders for hiring the services of a contractor for outsourcing sanitation services, it needs to be ensured that requirement of Safai Karamcharis is assessed in accordance with SIU Norms fixed for the purpose (Annexure-I). It should also be ensured that the offices/institutions are cleaned as per frequency indicated in Annexure-II and Annexure-III. While working out the areas for sanitation it should be ensured that actual measurements are taken by a responsible officer of PWD and categorized under different nomenclatures as defined in the SIU Norms such as Rooms, Varandah, Staircase, open area, Latrines and Washbasins etc.

2. The Departments should assess the manpower requirement by applying the norms fixed by SIU, and arrive at the minimum number of Safai Karamcharis which need to be deployed for the purpose by the contractor, after deducting the manpower of Safai Karamcharis available with the department on regular basis such as Sweeper, Sweeper-cum-Farash, Sweeper-cum-Chowkidar etc. As per the Cabinet decision, in case any tenderer attempts at Human Resource saving to the extent of 20% of the projected manpower requirements, the same may be permitted as an incentive to the service provider but saving sought beyond 20% would be considered as exploitation of the contract worker. In case any tenderer suggests deployment of less manpower than the assessment made by the Department, after accounting for 20% saving on an efforts, the same may be considered as a disqualification.

3. All the departments/organizations are requested to assess their manpower requirement of Safai Karamcharis before inviting bids and ensure that the tenderers who are found technically qualified, must provide the manpower in accordance with the norms (Annexure-I). In case any of the tenderer suggests provision of lesser staff in the technical bid submitted by him, it would be treated as exploitation of contract workers and his financial bid shall not be opened.

4. It is further requested that the HODs should develop proper mechanism for ensuring that sanitation work is carried out as per frequency fixed in (Annexure-II,III) and minimum standards of sanitation are maintained. A daily worksheet for monitoring sanitation work should be maintained for each Floor/Block and it should be counter checked by Supervisor/Care Taking Staff regularly.

5. The Model NITs already circulated vide No. F-4/20/AR/08/5409-5519/C dated 25-08-2008 are being modified. However, the HOD's may use those templates by carrying out suitable modifications wherever called for.

(NARESH KUMAR)
ASSISTANT DIRECTOR (AR)

- To
1. All Pr. Secretaries/ Secretaries
 2. All HODs

No. F- 4/20/08/AR/981-1080 IC

Copy to:

1. Principal Secretary to L.G./C.M.
2. Secretaries to Ministers.
3. Staff Officer to Chief Secretary

Dated: 16/01/09

(NARESH KUMAR)
ASSISTANT DIRECTOR (AR)