

REMINDER-I

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT, 5-SHAM NATH MARG, DELHI-110054
(CARETAKING BRANCH)**

No.F.6 (233) CTO/LAB/14-15/Vol-II/pt. file/ 1786

Dated: 20/11/17

To

All District In-charge.
Labour Department, GNCT of Delhi

Sub: Proposal of inviting tender for providing of sanitation services in Head Quarter and District Offices of Labour Department, GNCT of Delhi regarding.

Sir,

With reference to previous letter No.F.6 (233) CTO/LAB/14-15/Vol-II/pt. file/1687 dated 23/10/2017 (copy enclosed) the proposal regarding inviting tender for providing of sanitation Services in Labour Department, GNCT of Delhi was sent to Administrative Reforms Department GNCT of Delhi for seeking their observation regarding No. of sanitation workers required as per covered area/uncovered area in Head Quarter and district offices. Now the AR Department has directed the Labour Department to send the proposal after proper justification as per the order F.4/20/08/AR/921-1080/C dated 16-01-09. (copy enclosed)

The desired information has not been received in this branch till date It is therefore, once again requested to provide the current correct measurement of area verified by the responsible officer of PWD and categorized under different nomenclatures as defined in the SIU norms such as rooms, verandah, staircase, open area, latrines and washbasins etc. within 10 days positively.

Yours faithfully,

Encl: - As above.


(V.S.TOMAR)

Asstt. Labour Commissioner (CT)

✓ Copy to: - Senior System Analyst, Labour Department with the request to upload at the website of the deptt.

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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 25-06-2008 are being modified. However, the HOD's may use those templates by carrying out suitable modifications wherever called for.

(Signature)
16/01/09
(NARESH KUMAR)
ASSISTANT DIRECTOR (AR)

To

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

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

Dated: 16/01/09

Copy to:

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

(Signature)
16/01/09
(NARESH KUMAR)
ASSISTANT DIRECTOR (AR)

Enclosure to O.M. No. F.50(33)/87-SIU

Dated 22-09-1989

Norms for assessing the strength of Safai Karamcharis and Farashes

No.	Jobs	Considerations to be taken note of for applying the norms	Proposed Norms
1.	2.	3.	4.
	Sweeping office rooms including record rooms stationery rooms, Committee rooms, reception rooms etc.	<ol style="list-style-type: none"> 1. Area of the rooms which is swept daily 2. Area of the rooms which is not swept daily 3. The intervals at which the area at (2) above is swept 	<p>1,025 Sq. Mtrs. (11,000 Sq. Ft.)</p>
	Sweeping, washing, scrubbing and swabbing etc. of the verandahs, vestibules and stair-cases and cleaning the articles lying therein such as spittoons, fire-fighting equipment etc.	<ol style="list-style-type: none"> 1. The area in Sq. Ft. of the Verandahs etc. cleaned daily (but excluding the area of the steps of staircases) 2. Area which is cleaned occasionally and the interval at which it is cleaned 	<p>2,415 Sq. Mtrs. (26,000 Sq. Ft.)</p>
	Sweeping open spaces like roads, courtyards, garages etc.	<ol style="list-style-type: none"> 1. Area of the roads etc. which is swept daily 2. Area of the roads etc. which is not swept daily 3. The interval at which the area at (2) above is swept 	<p>5,575 Sq. Mtrs. (60,000 Sq. Ft.)</p>
	Cleaning open spaces like lawns, play-grounds etc. swept extensively but which are kept clean by picking paper-bits etc. and by partial sweeping, where necessary.	<ol style="list-style-type: none"> 1. The area in Sq. Ft. of the open spaces 2. How often they are cleaned in a year 	<p>18,585 Sq. Mtrs. (200,000 Sq. Ft.)</p>
	Cleaning latrines, bathrooms, urinals etc. including the dressing rooms, passages etc. attached thereto and mirrors, dressing tables, and other articles contained therein	<ol style="list-style-type: none"> 1. The number of latrines 2. The number of wash-basins 3. The number of urinals 4. The total number of person who use the latrines etc. 	<p>80 items (i.e. latrines, wash-basins and urinals) per man per day if the number of items cleaning 3-4 times per day</p>
	FARASH Dusting and cleaning the office furniture, doors, windows etc.	<ol style="list-style-type: none"> 1. Strength of the Gazetted Officers accommodated in the Office Building. 2. Strength of other staff excluding the staff who are not supplied any substantial furniture e.g. class IV staff. 	<p>5 minutes Per G.O. & 1 minutes and 4 seconds per other staff excluding Class IV.</p>