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ऐवान-ए-गालिब मार्ग
कोटला रोड, नई दिल्ली - 110 002
Aiwan-E-Ghalib Marg,
Kotla Road, New Delhi - 110 002

भारतीय दन्त परिषद

DENTAL COUNCIL OF INDIA

(CONSTITUTED UNDER THE DENTISTS ACT, 1948)

No.Z.28016/1/2016-Admin/ 10649

Dated 16 December, 2016

Sub.: **Quotation for engaging Agency for providing personnel for Sweeping & Cleaning services (safaiwalas) in Dental Council of India (DCI), Aiwan-E-Galib Marg, Kotla Road, New Delhi-Regarding**

Sealed Quotations are invited from reputed agencies for providing personnel for sweeping & cleaning services (Safaiwalas) to Dental Council of India at Aiwan-E-Galib Marg, Kotla Road, New Delhi, as per the detailed description of Scope of Work, attached as Annexure "A". The quotations should be submitted in the prescribed format, given below:-


1.	Honorarium/ Pocket Money	Amount
	(i) Honorarium for 04 Nos. Voluntary Social Workers/ Associate Members Per Month @ Rs.	
	(ii) Honorarium for 01 No. Supervisor Voluntary Social Workers/ Associate Members Per Month @ Rs.	
	TOTAL (in Rs.)	
2.	Administrative Charges	
3.	UNIFORM	
	Uniform for 04 Nos. Voluntary Social Workers/ Associate Members	
4.	Cleaning Materials lists & Charges	
	GROSS TOTAL	

Note: The service providers/ agencies are advised to visit the DCI office premises before submitting their quotation.

The quotations should be submitted in a sealed envelope super scribed as "Quotation for Sweeping & Cleaning Services in DCI". The quotations should be addressed to the Joint Secretary (L&A), Dental Council of India, 1st Floor, Combined Council Building, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002 and must reach this office on or before 26.12.2016 at 5.30 P.M.

The quotations submitted after the stipulated time and date will not be entertained.

Encl.: As noted above.


(M.L. Meena)
Joint Secretary (L&A)
Dental Council of India

To,

The DCI Website

Annexure "A"
DETAIL OF SCOPE OF WORK

1. CLEANING & SWEEPING

Cleaning the entire premises which include office room/ halls, verandas/corridors, toilet and lavatories both gents and ladies. The Scope will also include proper collection/ disposal of the garbage/ waste/ dirt material as per the procedures of the local authorities. Detail scope of the work is as under:-

Sr. No.	Description of Work	Periodicity	Remarks
1	Sweeping & cleaning of first floor	Thrice daily	Using cleaning powder and wipe-out for floors
2	Dusting and cleaning of tables, chairs, filing, cabinets, sofas, curtains and blinds, library book racks;	Once daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
3	Cleaning of all computers, telephone instruments, photocopiers and other office equipment in the office premises	Once daily	Using Dettol liquid spray and fine cotton/cloth
4	Cleaning Gents and ladies toilets and wash basins with fittings, mirrors etc.;	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinal pots and wash basins (at least 4-5 balls per basins). Liquid soap containers should be filled up with good quality of liquid daily. Cleanliness of containers should be maintained, good quality air freshener to be added in sufficient no. for urinals and wash basins.
5	Cleaning choked toilets;	As and when required	Conventional way of cleaning
6	Cleaning of notice board, nameplates, key boxes, etc.	Daily	Conventional way of cleaning
7	Cleaning of fans, windows, doors, glass panels, partitions of cabins.	Once in a week	Conventional way of cleaning
8	Cleaning of Committee Room and Conference Room	Once weekly or as and when required	Conventional way of cleaning
9	Collection/Disposal of garbage from dustbins/containers;	Twice daily	Collection through dustbins located at different position in the offices premises.
10	Cleaning of premises car parking as well as bike parking.	As and when required	

Apart from the above, the DCI can assign any type of job in the office premises related to sanitation and cleaning etc.

2. TERMS & CONDITIONS

1. The persons to be deployed by the service provider as Safaiwalas should be in the age group of 18-25 years, active and having good health and should be at least semi-literate and **one should be female**.
2. The Agency will have to employ trained civilians a Safaiwalas, who have at least one year of experience in cleaning of bathrooms, toilets, open areas with electronic gadgets, garbage collection etc.
3. The contractor shall, employ a Supervisor for monitoring of its manpower, material etc., who would be responsible for all the activities of cleaning and sweeping. The supervisor should have a minimum experience of 3 years of supervising. Necessary supervising certificates may be attached. It must be ensured:-
 - (a) that the staff do not smoke in the office premises;
 - (b) that any specific sanitation task assigned by the DCI or any officer authorized by the Administration is carried out diligently and well in time.
 - (c) that before using any equipment/appliances or material and products of sanitation, it is having the approval of the DCI.
 - (d) that the salary/wages shall be distributed in full as settled between the contractor and the workers duly keeping in view of the contract signed between the contractor and the DCI.
4. For Safaiwalas, the working hour would normally be of 8 ½ hours (08:00 hrs to 16:30 hrs) per day including half an hour lunch break from Monday to Friday (5 days) with weekly off on Saturday & Sunday. However, the Agency shall depute workers on holidays/weekly offs in case of need.
5. The Cleaning materials should be provided by the Agency and should be of high quality according to DCI.
6. Initially DCI may require 04 safairwalas for Sweeping and cleaning services. Their strength may increase or decrease as per the requirement of DCI.
7. Payment shall be made on monthly basis on receipt of a bill from the contractor in duplicate, duly pre-receipted on revenue stamp and complete in all respect. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of the work has to be given and certified by the Officers, DCI on the monthly payment bill. The payment would be based on actual attendance.
8. The period of contract shall initially be for a period of one year from the date of awarding the contract extendable for another year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. DCI also reserve the right to terminate the contract after giving 30 days' notice without assigning any reason thereof.
9. If any of the Contract workers is found misbehaving with the supervisory staff or any other staff member of the DCI, the Contractor shall, on receipt of instruction of the competent authority in this regard, replace such workers. The Contractors shall issue necessary instructions to its employees to act upon the instructions given by the supervisor staff of DCI.
10. The DCI reserves the right to accept or reject any or all quotations without assigning any reason.
11. The successful Agency will be required to execute an agreement with DCI within the period specified in the award letter.