

**TERMS OF REFERENCE
FOR
SANITATION, SECURITY
AND
HOUSEKEEPING SERVICES**

Date of Commencement of Sale of Terms of Reference	21st July, 2009
Pre-bid Conference	21st August 2009 at 4.00 PM
Last Date and Time for Receipt of Bid and Proposal.	26th August 2009 upto 3.00PM
Time & date of Opening of Bid.	26th August 2009 at 3.30PM

**SARVA SHIKSHA ABHIYAN AUTHORITY, PUNJAB
S.C.O. 104-106, 2ND FLOOR,
SECTOR 34-A, CHANDIGARH**

I. Background

The Sarva Shiksha Abhiyan Authority Punjab is a registered society which is implementing the centrally sponsored Programme of Sarva Shiksha Abhiyan (Sarva Shiksha Abhiyan) to attain the goal of Universalization of Elementary Education in all the Districts of Punjab State.

II. Staff to be provided by contractor

Head Office:

- 1.) Four Sweepers
- 2.) Six Peons
- 3.) Three Security personnel
- 4.) One Receptionist
- 5.) One Mailer

Districts: (20 Districts)

- 1.) One Peon for each district.
- 2.) One Sweeper cum Chowkidar for each district.

III. Minimum Qualification

- 1.) Peons, Security personnel provided have to be minimum 8th Standard pass.
- 2.) Sweepers provided have to be minimum 5th Standard pass.
- 3.) Receptionist should be minimum Graduate.
- 4.) Mailer provided have to be minimum Matriculate pass.

IV. Outline of the tasks to be carried out

1.) General Duties of Sweepers

The sweepers are expected to perform the following duties:-

- a) Toilets to be cleaned at least twice a day per shift and also as and when required.
- b) All area including stair case to be cleaned with broom and wet mop daily.

- c) Waste Buckets to be emptied at least twice a day or as and when required.
- d) Cleaning of outside premises and garbage disposal twice daily.
- e) Fire house closets and extinguishers to be kept free of dust at all times.
- f) Total floor area of the office should be swept twice daily with broom, followed by mopping same number of times. The timings for this purpose should be as under :-

Summer

7:30-8:30 A.M.

1:30-2:00 P.M.

Winter

8:00-9:00 A.M.

1:30-2:00 P.M.

- g) All other daily routine office works as directed from time to time.

2.) General Duties of Peons

- a) Dusting of all the office equipments on daily basis.
- b) Switching Off all the Electrical equipments at the time of closing the office.
- c) To make and serve the Tea/Coffee etc. as directed.
- d) Opening of the Office at 7:30 AM in Summer and 8:00 AM in Winter.
- e) Closing of Office after the leaving of all the staff members.
- f) All other daily routine office works as directed from time to time

- 3)** Two Security guards will be deployed at the office premises on 8 Hours shift and rotation basis and they shall be responsible to protect the property of Sarva Shiksha Abhiyan Authority Punjab and do other duties as assigned by the Authority from time to time. The Security personnel deployed by the contractor should be smart, intelligent and with good bearings and the responsibility of their discipline will be that of Contractor. They will always wear proper uniform while on duty.

- 4) Receptionist has to attend the outsiders and properly guide them and attend all the phone calls and send information by fax as and when directed.
- 5) Mailer has to distribute and collect dak & Files locally in office hours. Mailer must be Matriculate and should have his own vehicle. Actual petrol expenses and minor repairs shall be reimbursed.

V. Material to be provided by the Contractor

The contractor should themselves provide the necessary cleaning materials such as soaps/detergents, deodorants, equipment, vacuum cleaners, soft brushes and these will not be supplied by the office. The material and equipment should be of superior quality. The contractor will place in toilets phenyl balls or any other required material (air perfumed odonil) etc along with liquid soap for hand wash and will also provide paper-napkin for cleaning the hands on weekly basis.

VI. Time schedule

The contract will be initially for one year period and will be renewed for further period in keeping view the satisfactory performance of the job.

VII. Details of Office Premises

	Address of Premises	SCO 104-105-106 Sector 34-A, Chandigarh
	Description of Area	
A	Total Covered Area of Premises	
	Basement	
	Uncarpeted Area	220 sqm
	IInd Floor	
	Carpeted Area	327 sqm

	Uncarpeted Area	343 sqm
	IIIrd Floor	
	Carpeted Area	388 sqm
	Uncarpeted Area	372 sqm
B	Toilets	
	3 Nos. of Toilets IInd Floor	18 sqm
	2 Nos. of Toilets IIIrd Floor	11 sqm
	2 No. Of Pantry	13 sqm
C	Covered Area of Stair-Case included IInd and IIIrd Floor	33 sqm

VIII. General Terms and Conditions

1. The Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various Labour Laws as applicable. The contractor shall provide full information, in respect of the wages etc paid to the employee so deployed in conformity with the provisions of the Contractor Labour (Regulations and Abolition) Act 1970 and Rules 1971, to State Project Director/Deputy State Project Director.
2. The contractor should have his/her own EPF No. allotted by the RPF Officer. The contractor will take necessary action at his level as per the Employees Provident Funds and Miscellaneous Provisions Act 1952 amended from time to time and will furnish the EPF No. and proof of deposit of the EPF contributions in respect of all the employees directly or indirectly engaged by him relating to services to be provided, to the State Project Director/Deputy State Project Director. Further, in case of any default or liability, which may arise to the Sarva Shiksha Abhiyan, Office on this account, State Project Director will be at liberty to deduct such amounts from the contractor's payments or any dues.

3. The contractor will prepare monthly bill for the service rendered equivalent to 1/12 of the total value of the contract, which will be paid at the end of the quarter within seven days preferably, after deduction of tax, service or local charges (if any) by the State Project Director, Sarva Shiksha Abhiyan Authority Punjab.
4. The contractor, on intimation of the acceptance from the office of Sarva Shiksha Abhiyan, will have to furnish Performance Bank Guarantee in favour of State Project Director, Sarva Shiksha Abhiyan, and, the Agreement for the services will also be made between the bidder & State Project Director.
5. Any damages/loss caused by any mean to the organization by the persons provided will be payable solely by the contractor. Contractor will have to replace all or any of the persons provided with immediate effect on intimation by the State Project Director, Sarva Shiksha Abhiyan Authority, Pb.
6. The bidder should have minimum experience of three year providing minimum 50 persons and providing services to at least three Govt. organizations having its own EPF & ESI No.
7. The bidder shall have to furnish earnest money of Rs. 55000/- in the shape of Demand Draft in favour of the State Project Director, Sarva Shiksha Abhiyan, payable locally which will be refunded soon after the finalization of the tender. Bids not accompanied by Earnest Money or with inadequate Earnest Money will be rejected.
8. Bidder should not have been blacklisted by any authority.