

No. RCOEM/ADMIN/ 61733 (2)

Dt. 15-12-2015

To,

M/s. DUST BLOWERS
Facility Management Services Pvt. Ltd.
Opp. Patwardhan High School,
Soni Lane, Sitabuldi, Nagpur - 440012

Subject.: Work Order for Multipurpose Un-skilled Manpower Services and Skilled Man-Power Services at Shri Ramdeobaba College of Engineering & Management, Nagpur, from 18/11/2015 to 17/11/2016.

Reference: Your revised quotation dated 17.11.2015

Dear Sir,

With reference to your application and discussion and approved by the Steering Committee, We are pleased to place the work order for Multipurpose Un-skilled Manpower Services and Skilled Man-Power Services (Plumber and Carpenter) of our institute premises.

AMOUNT: Wages as per enclosed schedule

Terms & Conditions:

1. The work has to be executed as per the instruction of the college authorities.
2. Total Number of Multipurpose Unskilled Persons 06 nos. and Skilled Man-power persons 02 Nos. (01 for Carpenter and 01 for Plumber) will be available for work during all week days but every person should have 26 days attendance. The normal working hours will be from 8.00 am to 5.00 pm. However you will provide persons for multipurpose in emergency.
3. The working hours may be extended beyond / schedule from 8.00 am to 5.00 pm. During the important function / programmes being held in the College.
4. Other than routine works the emergency calls has to be attended in stipulated time i.e one hour for multipurpose work.
5. To supervise the works, there has to be a supervisor previously permanently appointed by you. You should instruct the supervisor to get the work executed with full sense of responsibility. In case of any negligence on his part the agency will be responsible.
6. The Instruction from Administrative Officer, Maintenance Manager, Warden's should be sincerely followed and his weekly remarks of satisfactory work should be maintained in a register. However in case of emergency / surprised checking by higher authorities, if satisfactory work is not observed than the penalty of Rs.500/- will be charged for per fault.

Sign: 

Received
16/12/15

The period of work for multipurpose is from 18/11/2015 to 17/11/2016. The College Management and authorities have rights to terminate the contract with immediate effect, if required, without revealing any reason.

8. You shall responsible for all loss, damages, to the management's property equipment, material images in case it is found that the same has occurred due to act of negligence of your persons.
9. All statutory requirements of the workers will be taken care by you i.e. the employer (Contractor).
10. It shall be your sole responsibility to ensure that proper discipline is maintained by your laboures / employees within premises at all given time.
11. You shall arrange to provide uniforms i.e. for multipurpose person - Reflector coat and Identification badges to all persons at your cost.
12. You shall ensure presence of a responsible person in your absence at all times.
13. Dishonesty or willful action on his part and or of persons engaged by you shall be considered as default on your part and for each fault you shall liable to pay a penalty of Rs. 300/-
14. Payment will be made within 7 days after receipt of bill however the same shall be subject to satisfactory completion of work duly certified by respective Head / Warden / Maintenance Manager / Administrative Officer.
15. Proper and regular payment should be made to the workers by cheque. The action would be taken including but not limited to fine at the rate per day per worker. The same amount to committing breach of this agreement and you shall be liable to pay fine of Rs.500/- for per person per day.
16. The Management reserves the right to terminate this work order without giving any notice in writing and without assigning any reason whatsoever.
17. In case of any dispute, matter shall be referred to sole Arbitrator i.e. GENERAL SECRETARY and his decision shall be final and binding.
18. In case of loss or damages or theft occurs during the execution of work equivalent amount will be deducted from the bill.
19. In case of any fault in multipurpose work, penalty of Rs. 1000/- per fault will be deducted from monthly bill.

Contact-Person:-

Administrative Officer, RCOEM, Nagpur.
Phone-No:-9371139995,
Email- ao@rknec.edu

Authority Signatures: -

Govindlal Agarwal
(General Secretary)

Prepared &
Checked by

Dr. Rohit Manjule
(Administrative Officer)

ANNEXTURE A

**MANPOWER COST AS PER
MINIMUM WAGES**

	Designation	PLUMBER		CARPENTER
		UN SKILLED	SKILLED	SKILLED
A	MONTHLY PAYMENTS :			
	Basic	5,000	5,800	5,800
	Dearness Allowance	2,641	2,641	2,641
	House Rent Allowance	382	422	422
	Conveyance Allowance		1,000	2,000
	Site and Other Allowance		500	1,000
	TOTAL - A	8,023	10,363	11,863
B	STATUTORY DEDUCTIONS :			
	Provident Fund (12%)	917	1,013	1,013
	ESIC (@1.75%) / Insurance	140	181	208
	Professional Tax	175	200	200
	TOTAL - B	1,232	1,394	1,421
C	NET MONTHLY PAYMENTS	6,791	8,969	10,442
D	STATUTORY PAYMENTS			
	Provident Fund (13.36%)	1,021	1,128	1,128
	ESIC (@ 4.75%) / Insurance	381	492	563
	WC Policy			-
	TOTAL - D	1,402	1,620	1,691
E	ANNUAL PAYMENTS :			
	Bonus @ 8.33%/Exgratia	292	292	292
	TOTAL - E	292	292	292
F	LEAVE COMPENSATION :			
	LWW 21 DAYS			
	Gratuity	-	-	-
	MLWF	6	6	6
	TOTAL - F	6	6	6
G	DIRECT COST TO COMPANY	9,722	12,281	13,852
	Uniform Allowance	200	200	200
	TOTAL - G - ii	200	200	200
H	TOTAL (A + D + E + F + G)	9,922	12,481	14,052
	Agency Charges @ 8%	794	998	1,124
	TOTAL COST	10,716	13,479	15,176
	Headcount	1	1	1
	Total	10,716	13,479	15,176