

No. RCOEM/ADMIN/ 61495

Dt. 14-9-2015

To,

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

Subject.: Work Order for Housekeeping Services of Shri Ramdeobaba College of Engineering & Management, Nagpur, from 15/09/2015 to 14/09/2016.

Reference: Your revised quotation dated 10.09.2015

Dear Sir,

With reference to your application and discussion and approved by the Steering Committee, we are pleased to place the work order for professional housekeeping for Entire Building and General Area 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 Persons (55+02 Supervisor) 57 nos. and 01 Faculty Executive will be available for housekeeping 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 housekeeping 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 housekeeping work.
5. To supervise the works, there has to be a supervisor 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. Services include complete cleaning and maintaining hygienic condition of allotted all department blocks, Temple, Girls Hostel, Office space, Toilets, Urinals, Bath rooms, Wash basins, Corridors, Passage, Staircase, Balcony, Chajja, and cleaning of roads, removal of drain choke, sewerage pipe line etc.
7. 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

Received. *[Signature]*
11/9/15

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.

8. The period of work for housekeeping is from 15/09/2015 to 14/09/2016. The College Management and authorities have rights to terminate the contract with immediate effect, if required, without revealing any reason.
9. 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.
10. All statutory requirements of the workers will be taken care by you i.e. the employer (Contractor).
11. It shall be your sole responsibility to ensure that proper discipline is maintained by your laboures / employees within premises at all given time.
12. You shall arrange to provide uniforms i.e. for housekeeping workers-Reflector coat and Identification badges to all labour at your cost.
13. You shall ensure presence of a responsible person in your absence at all times.
14. Dishonesty or willful action on his part and or of labour 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/-
15. 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.
16. 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.
17. The Management reserves the right to terminate this work order without giving any notice in writing and without assigning any reason whatsoever.
18. In case of any dispute, matter shall be referred to sole Arbitrator i.e. GENERAL SECRETARY and his decision shall be final and binding.
19. In case of loss or damages or theft occurs during the execution of work equivalent amount will be deducted from the bill.
20. Every building housekeeping contractor at every zone display board with name of agency and name of cleaning supervisor with phone number.
21. In case of any fault in housekeeping 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:-


Dr. Rohit Manjule
(Administrative Officer)
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Govindlal Agarwal
(General Secretary)

GENERAL SECRETARY
SHRI RAMDEORADA COLLEGE OF
ENGINEERING & MANAGEMENT, NAGPUR.

ANNEXURE C

MANPOWER COST AS PER MINIMUM WAGES ACT IN FORCE :

	Designation	HK	SUPERVISOR	FACILITY EXECUTIVE
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	3,000
	Site and Other Allowance		-	5,000
	TOTAL - A	8,023	9,863	16,863
B	STATUTORY DEDUCTIONS :			
	Provident Fund (12%)	917	1,013	1,013
	ESIC (@1.75%) / Insurance	140	173	295
	Professional Tax	-	175	200
	TOTAL - B	1,057	1,361	1,508
C	NET MONTHLY PAYMENTS	6,966	8,502	15,355
D	STATUTORY PAYMENTS			
	Provident Fund (13.36%)	1,021	1,128	1,128
	ESIC (@ 4.75%) / Insurance	381	468	801
	WC Policy	-		
	TOTAL - D	1,402	1,596	1,929
E	ANNUAL PAYMENTS :			
	Bonus @ 8.33%/Exgratia	292	292	292
	TOTAL - E	292	292	292
F	LEAVE COMPENSATION :			