



Chairman  
Shri Panwarilal Purohit  
(Ex-Member of Parliament)

॥ श्री रामदेवाय नमः ॥

# Shri Ramdeobaba College of Engineering & Management

Autonomous College of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Ramdeo Tekdi, Gittikhadan, Katol Road, Nagpur - 440 013.

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*An ISO - 9001 : 2008  
Certified Institution*

No. RCOEM/ADMIN./ 59113/5/9/2014

Dt. 4-9-2014

To,

Shri Manoj P. Tambe

M/s Pancham Shree Cleaning Services,

Sudarshan Colony, Behind Gurunanak high School,

Benzonbagh, Nagpur-09

Sub.: Work Order for Housekeeping services at our College campus from 1/8/2014 to 31/7/2015.

Ref.: (1) Our previous work order no. RCOEM/Const./2014/58512 dated 1.6.2014.

Dear Sir,

With reference to our previous work order, your application for renewal and discussion with the Hon'ble General Secretary, we are pleased to place the work order for professional housekeeping for the building and General Area as listed below:-

1. K-block (Civil Deptt.) b) E- block (Elec., Industrial, Mech. Deptt.)
1. B- block (EN & EDT Deptt.) d) G-block (General science) e) Workshop
1. Girls hostel g) Roads & Parking Area (near above building) h) Toilets
1. Store.

The Total amount of Rs. 1, 41,570/- (Rs. One Lac Forty One Thousand Five Hundred Seventy only) for the month of August 2014 and rate applicable from September 2014 The Total amount of Rs. 1, 52,460/- (Rs. One Lac Fifty Two Thousand Four Hundred Sixty only) Including material will be paid for the above said work.

### Terms & Conditions:

1. The work has to be executed as per the instruction of the college authorities.
2. Total Number of Persons (25+01 supervisor) 26 nos. and from September 2014 total number of persons (27+01 supervisor) 28 Nos. will be available for housekeeping work during week days except Sunday & holidays. 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 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 buildings (including terrace), Balcony, Gardens and cleaning of roads, removal of drain choke, sewerage pipe line etc.
7. The cleaning work of Shri Ramdeobaba Temple premises has to be done whenever asked by the authorities.
8. The Instruction from HODs/ Chief Engineer / Overseer / Representative of Construction and Maintenance Deptt. 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.
9. The period of work for housekeeping is from 1.08.2014 to 31.07.2015. The College Management and authorities have rights to terminate the contract with immediate effect, if required, without revealing any reason.
10. 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.
11. All statutory requirements of the workers will be taken care of by you, the employer (Contractor) on this agreement is between Principal to Principal.
12. It shall be your sole responsibility to ensure that proper discipline is maintained by your laboures / employees within premises at all given times.



13. You shall arrange to provide uniforms i.e. for housekeeping workers-Reflector coat and Identification badges to all labour at your cost.
14. You shall ensure presence of a responsible person in your absence at all times.
15. 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/-
16. Payment will be made after acceptable completion of the work and within seven days after receipt of bill
17. Proper and regular payment should be made to the workers by cheque. The same shall amount to committing breach of this agreement and you shall be liable to pay fine of Rs.500/- for per person per day.
18. The Management reserves the right to terminate this work order without giving any notice in writing and without assigning any reason whatsoever.
19. In case of any dispute, matter shall be referred to sole Arbitrator i.e. GENERAL SECRETARY and his decision shall be final and binding.
20. In case of loss or damages or theft occurs during the execution of work equivalent amount will be deducted from the bill.
21. Every building housekeeping contractor at every zone display board with name of Agency and name of cleaning supervisor with phone number.
22. In case of any fault in housekeeping work, penalty of Rs. 600/- per fault will be deducted from monthly bill.
23. In case of hostel cleaning, the mop used for cleaning in W/C & Bathroom shall not be used for cleaning in rooms or other parts of building. In case of default observed by authorities, a penalty of Rs. 1000/- will be deducted from your payment to be made to you.
24. In absence of any staff during working hours, Rs.175/- per day per person will be deducted from your monthly bill of payment.

Thanking you,

Yours ,

  
Chairman .....

Copy: Finance officer  
I/C, const. & maint. deptt.