

To
M/S Premier Vigilance & Security Pvt Ltd.,
4B, Orient Row,
Kolkata – 700017

**Sub:- Renewal of Contract of Housekeeping Service for the period
from 01/04/2021 to 31/03/2023.**

Dear Sir,

Please refer to your letter Ref. No. PVS/UTI/Kolkata/2020-21 dated on 10/03/2021 regarding the captioned subject. We are happy to inform that you have been engaged the service contract for housekeeping services of our Rashbehari UFC (2 Persons), Salt Lake UFC (2 Persons), Barasat UFC (1 Person), Kalyani UFC (1 Person), Baharampur(WB) UFC (1 Person), Malda UFC (1 Person) and Siliguri UFC (1 Person) office premises in West Bengal Region as per the following terms of conditions as agreed upon by you.

1. **Commencement of Agreement :**

This arrangement shall come into form on and from 01/04/2021 and will remain valid upto 31/03/2023.

2. **Other Terms and Condition :**

a) UTI AMC shall pay to the agency the sum agreed upon after negotiations. (Enclosed Annexure – I).

b) It is the liability of the Agency to pay the remuneration and the amount of PF, ESIC, other taxes like service tax, etc. should be deposited properly and promptly to the Govt. Authorities. No complaint will be entertained by UTI AMC for non-payment of statutory dues. It is sole responsibility of the Agency to do the needful.

c) Utmost care should be taken in recruiting the right people, who has basic education, good physique, family / social background and pleasing manners. Proper Police verification should be done before recruitment. Please note that references are subject to be cross-verification by UTI AMC at it sole discretion.

d) The Housekeeping helpers should be well trained under able/experienced supervisors on site and further subjected to daily supervision for quality and efficient service on site all the time.

e) All Housekeeping helpers and supervisors are to be provided with uniforms and shoes as per the employer's choice and requirement.

f) The best cleaning materials manufactured by reputed companies like Hindustan Lever, Balsara, Godrej, etc. should be made use of, for i) All floors, walls and metal surfaces, ii) All toilets, iii) Windows and door glass panes & iv) **Type of Work (Scope of work sheet attached)**. Agency shall provide all necessary cleaning material including liquid soap of reputed companies. The Agency shall provide a proof of bills and vouchers for verification every month.

g) All the workmen should be on the employment roll of the contractor directly and UTI AMC will not be directly coordinating with their workmen for any labour compliance or labour problem or in any way. It is the sole responsibility of the contractor to handle such matters.

h) In case of any default or failure on the part of the said Agency to comply with all/any one of the rules/conditions, the Company reserves to itself the right to take necessary step to remedy the situation including, inter-alia, the deduction of appropriate amount/s for dues otherwise payable to the contractor and/or by taking recourse to appropriate recovery proceeding.

i) If any dispute arises on any matter concerning this contract, the decision of the Company shall be final and binding on both parties.

3. Governing Law, Dispute Resolution, Courts & Jurisdictions:

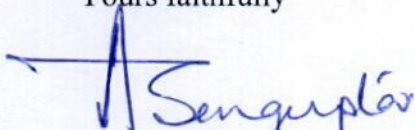
Any dispute arising out of this contract or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to Jurisdiction of Kolkata Courts only. The contract shall be subject to and construed and interpreted in accordance with the laws of India.

Pending execution of the regular agreement a copy of this letter may please be signed and returned to the Company as a token of having accepted the terms and conditions as stated above.

You are requested to execute the agreement (Format attached) on **Rs.100/-** stamp paper for each location at the end of the date 31/03/2021.

Thanking You

Yours faithfully


Anindya Sengupta
Regional Head(WB)

SCOPE OF WORK

The broad objective of the facility/housekeeping management services would be to ensure that the premises and articles/equipments of UTI AMC are kept safe, neat, clean and presentable at all times.

Services : Detailed scope of work for Housekeeping services shall include but not limited to the followings.

Housekeeping services as a normal practice is to be provided on six days of a week for eight hours from Monday to Saturday, i.e., excluding Sundays and National Holidays.

a) Daily Services: Following specific services are to be provided on a daily basis:

- Thorough check of work force by supervisor for uniform, appearance, cleanliness and attendance.
- Sweeping, mopping and cleaning of office area and inside staircase, lift lobbies, common passages, lifts and toilets, etc. at least thrice in a day and constant upkeep throughout the working hours.
- Mopping and cleaning of building premises, staircase and parking area, once in a day.
- Continuous conservation of high traffic areas like the ground floor, lift lobbies, toilets, recreation facilities, where applicable.
- Cleaning of address boards, notice boards, mailboxes and light fixtures.
- Cleaning of all accessible glasses, utensils, crockery used for visitors.
- Cleaning all Name Plates, Banners, Posters, Notice Board, etc.
- Cleaning and Maintenance of Reception area at entrance, including serving Water, Tea, Beverages etc. to visitors
- Cleaning of Terrace & Watering of Flowerbeds, Flowerpots etc. if any.
- Cleaning of Carpets by Vacuum Cleaner Machine.
- Collection of Waste paper, garbage from all area to pre-designated disposable area.
- Washing down, cleaning and disinfecting all toilets and washroom area including hand basins and bidets.
- Agency has to ensure replacement of workman in case of absence of person. In case workman is not replaced proportionate amount will be deducted from the monthly bill due to absence of person.
- Upkeep of all engineering area (Electrical Room, Pump Room, Lift Machine Room, Server Room) if any.
- Reports of any broken, damaged or unserviceable equipment to client's administrator.

-: 2 :-

Weekly Services. The following specific services shall be provided on weekly basis.

- Review of the daily work schedule.
- Cleaning of all metal surfaces like name boards, knobs handles panels, planters
- Cleaning all windows and glass panes.
- Cleaning of Vertical blinds
- Cleaning of Telephone Equipments
- Removal of cobwebs and stains from wall and ceilings.
- Scrubbing of floors and washroom tiles with cleaning agent and scrubbing machine for cleaning of stains.
- Cleaning of all laminated partitions.
- Thorough cleaning and washing of common areas and washroom.
- Cleaning of all electrical fitting like tube lights, fans, etc.
- Cleaning of Carpet/Chairs with approved trade shampoo. Bidder should provide Carpet Vacuum cleaning shampooing and Wet Drying of Carpet using the advanced technology equipments & Carpet should keep in optimum condition. And also provide Sofa/Chair/Upholstery Vacuum cleaning, Shampooing and wet drying.

PREMIER VIGILANCE HOUSEKEEPING AGENCY RATE CHART FOR FOLLOWING UFCS														(APPROVED)	
SR. NO.	NAME OF UFC	Carpet Area (In Sq. Ft.)	No. of Person required	Min. Wage-Cental (Area 'A' - Rs. 558/-, Area 'B' - Rs. 466/-, Area 'C' - Rs. 373/-)	Monthly Wage - 26 days (including 4 Paid Holidays)	EPF - 12% of Monthly Wage Maximum 15000/-	EDLI & ADMIN CHARGE S 1%	ESIC - 3.25% of Monthly Wage	BONUS 8.33% OF Monthly Wages	Material cost per person	Service Charges Per Person	Total Per Month Per Person **	Total Per Annum		
1	Baharampur (WB)	844	1	₹ 427.00	₹ 11,102	₹ 1,332	₹ 111	₹ 361	₹ 925	₹ 680	₹ 597	₹ 15,107	₹ 181,288		
2	Barasat	850	1	₹ 639.00	₹ 16,614	₹ 1,800	₹ 150	₹ 540	₹ 1,384	₹ 680	₹ 602	₹ 21,770	₹ 261,239		
3	Kalyani	790	1	₹ 639.00	₹ 16,614	₹ 1,800	₹ 150	₹ 540	₹ 1,384	₹ 680	₹ 600	₹ 21,768	₹ 261,215		
4	Malda	650	1	₹ 427.00	₹ 11,102	₹ 1,332	₹ 111	₹ 361	₹ 925	₹ 680	₹ 595	₹ 15,106	₹ 181,270		
5	Rashbehari	980	2	₹ 639.00	₹ 16,614	₹ 1,800	₹ 150	₹ 540	₹ 1,384	₹ 451	₹ 600	₹ 21,539	₹ 516,929		
6	Salt Lake	1580	2	₹ 639.00	₹ 16,614	₹ 1,800	₹ 150	₹ 540	₹ 1,384	₹ 672	₹ 599	₹ 21,758	₹ 522,202		
7	Siliguri	682	1	₹ 534.00	₹ 13,884	₹ 1,666	₹ 139	₹ 451	₹ 1,157	₹ 675	₹ 598	₹ 18,570	₹ 222,838		
	TOTAL=	6376	9		₹ 102,544	₹ 11,531	₹ 1,025	₹ 3,333	₹ 8,542	₹ 4,517	₹ 4,191	₹ 135,683	₹ 2,146,981		
**PLUS GST CHARGES AS APPLICABLE															

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