



Po.No: 14582
Date: November 10, 2021

SILA SOLUTIONS PRIVATE LIMITED

5th Floor, 47/6, Victoria Embassy,
Residency Road, Ashok Nagar,
Bengaluru (Bangalore) Urban, Karnataka, 560025
GST No:- 29AANCS3675D1ZY
9008668050

Dear Sir,

SUB: "Work Order" for providing House Keeping Facility for Taurus 1 at Bagmane constellation business park , Mahadevapura outer ring Road, Bangalore.

With reference to the above, we are pleased to place a Work Order on you for providing House Keeping Facility for the Taurus 1 at Bangalore with the following details:-

The fee for the said service will be **Rs.4,09,425.00(Rupees Four Lakh Nine Thousand Four Hundred Twenty Five Only)** per month including GST, statutory levies and machineries.

Terms & Conditions

1. All cleaning operations to be done on daily basis and all your personnel should work at 09 Hrs basis daily except Sundays and Govt. Holidays. However the distribution of no. of employees can be done by the Facility –In- charge to other days in a week as per the requirement.
2. All expenses such as salary, traveling, Uniform, leave, replacement for absentees, ESI, EPF, Labour Registration and all labour related expenses are included in the above said fee and your responsibility.
3. Validity of the contract shall be from 01/12/2021 to 31/03/2022.
4. All personnel deployed should be properly trained and attend to work neatly dressed in Uniform, shoes with photo ID Card etc.
5. Consumables will be provided by us.
6. As per the notice/instruction received from PF/ESI Departments, the payment of PF/ESI is mandatory to be paid by all the contractors. You are required to furnish PF/ESI code to us and your monthly remittance details with proof with reference to this project before claiming the payment.
7. In case of any absentee the cost as per SLA attached shall be recovered from your monthly bill
8. You should not transfer the deputed trained candidates from our site to other sites of yours.
9. Employee's pouching from similar other service provider of same campus should not do unless NOC or reliving letter obtained from the respective service provider.
10. PPE under vendor scope.(gumboots, safety jacket,) etc.
11. Supporting tools for smooth operations of rented equipment is under vendor scope.
12. Staffing needs to maintain during Sunday and Public holiday as per building in-charge instruction at Taurus 1 building. Staffing schedule should not increase 48 hours per week for each Man head deployed and should be entitled with a weekly off on 7th working day.



13. Any increase in staffing should not cross contractual staffing and any decrease in staffing decision to actual work order staffing will lie with soft service head, with prior mail communication to the vendor for facilities contract in all parks.
14. First Aid box in cleaning room and refilling of first aid box is under vendor's responsibility.
15. Medical fitness certificate for all new employees are mandatory before placement in respective sites which needed to be followed yearly.
16. 4 hours training per person per month to be conducted as per 52 week training calendar. Copy of attendance Sheet to be submitted along with invoice submission.
17. 2 Site visit inspection form from Operations team monthly per building / acknowledgment from soft service manager. Copy to be submitted along with invoice submission.
18. Once in every 2 month HR meeting with staffs. Minutes of meeting to be submitted.
19. All checklist and registers to be maintained as per Premium Building Management L.L.P.
20. Manpower deployment break up:-

TAURUS 1					
		Dec 2021 - Mar 2022			
Sl No	Description	Unit	Qty	Rate	Amount/Month
1	House Keeping Supervisor	Nos	2	22,700	45,400
2	House Keeping Male, Female	Nos	16	18,000	2,88,000
3	HK Equipment's				-
a	Single disk Scrubber (brush , Pad holder & Pads Red, Green, Black)	Nos	1	2,230	2,230
b	High Pressure Jet 160 Bar	Nos	1	2,000	2,000
c	Flipper Machine	Nos	3	880	2,640
d	wet and Dry Vacuum	Nos	1	1,200	1,200
e	walk Behind Scrubber dryer	Nos	1	5,500	5,500
	Total				3,46,970
	ADD: GST @ 18%				62,455
	Grand Total				4,09,425

21. You should adhere to SLA and penalty will be levied as per SLA if not maintained.
22. Employee's pouching from similar other service provider of same campus should not do unless NOC or reliving letter obtained from the respective service provider.
23. Billing Cost will be calculated on cost per man working day. Cost per man working day = {Unit cost per person per month} / 25 days}. i.e., 30 days in a month - 4 weekly off - average one day per month is holiday = 25 working days per month for each person.
24. Payment terms : Monthly payment against your invoice
25. The Cleaning machinery provided on rental basis amortized for 3 years. After the completion of three years from December 2021, the mentioned machines to become the assets of principal employer.

For Premium Building Management LLP

Designated Partner