**WORK ORDER**

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| **Work Order No.** | **SS/SJ/ST/65** | | | Date | **27th July, 2021** |
|  |  | | | No. of Pages | 05 |
| Name of the Contractor & Address: | | | Name of the Owner & Site Address: | | |
| **SILA SOLUTIONS PRIVATE LIMITED**  2nd Floor, 1 Gordhan Building, Dr. Parekh Street, Prathana Samaj, Mumbai – 400004  Mobile No. 9820238552  Email: rahul.doshi@silagroup.co.in  PAN:  GST: 27AANCS3675D1Z2 | | | **M/s. SAMBHAV SHELTERS,**  V-55, Dr. E Moses Road,  Worli, Mumbai – 400 018.  (Next to Furniturewala Showroom)  **SITE: PROJECT “BAYVUE”,**  Projects Name: Bayvue situated at J.S.S. road & Dr. M.B. Velkar Street, Chira Bazaar, Mumbai - 400 002 (Opposite Kamaniwadi hall)  Email: - sanddesh@thevibrantgroupindia.com | | |
| Site Address: | | | Bayvue situated at J.S.S. Road & Dr. M.B. Velkar Street, Chira Bazaar, Mumbai - 400 002 | | |
| **Project Director:** | | | Mr. Sudhakar Tambe (98696 28182) | | |
| **Nature of Work:** | | | Contract for Housekeeping / Cleaning Services for our “Bayvue” Project at Chira Bazaar. | | |
| **Terms, Conditions& Specifications** (Conditions of Contract & Specifications of Security). | | | As per **Annexure “A”,** Scope of Work & **Annexure “B”** | | |
| **Approved By** | | **Authorized Signatory** | | **We have read, understood, confirm & accept** | |
| **M/s. Sambhav Shelters**  **Sudhakar Tambe**  **Project Director** | | **M/s. Sambhav Shelters**  **Mr. Sanddesh Jain**  **Partner** | | **SILA SOLUTIONS PRIVATE LIMITED**  **­­­­­­­­­­­­­­­­­­­­­**­­­  **Mr. Sahil Rajesh Vora**  **Director** | |

**ANNEXURE ‘A’**

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| **Sr. No.** | **Particulars** | **Qty (In Nos.)** | **Rate (Rs)** | **Total Amount (Rs.)** |
| 1 | Housekeeping Staff | 6 Nos |  |  |
| 2 | Supervisor scope of work | 1 Nos |  |  |
| 3 | Cleaning Material | As per monthly challans |  |  |
| 4 | Machinery & Equipment’s | As per monthly challans |  |  |
|  | **TOTAL AMOUNT** |  |  |  |

**Only GST@18% shall be charged extra.**

**SCOPE OF WORK:**

**House Keeping for EAST BAY & WEST BAY:**

1. Floor Lobby Overall Cleaning; Floor Tiles, Dado Tiles, Hydrant Shutters, Hydrant Boxes, ED, Plumbing Shutter, LV Shutters
2. Staircase Deep Cleaning.
3. Lift Cleaning.
4. Servant Toilet Deep Cleaning.
5. Door to Door garbage collection.
6. Ground floor lobby, glass, Facade, compound area, lighting fixtures, gate, reception table, mosaic, artifacts, security cabin etc.
7. Refuge Area – 6th, 13th, 20th, & 27th of East & West Bay
8. Utility & Service area, Basement, STP, Meter Room, Domestic Pumping Area, Fire Pump Area.
9. Terrace Area of East & West Bay
10. Plumbing Ducts
11. Shop Steps
12. GYM
13. Driveway near all 3 gates.
14. Common area window railing & window glass.

**ANNEXURE ‘B’**

**Conditions of Contract**

1. **SILA SOLUTIONS PRIVATE LIMITED** shall provide disciplined & well-trained housekeeping staff. Duty timings 9.00 am to 6 pm (9 hours) followed by one hour break
2. **One hour break details is as follows:**

* 30 mins Lunch Break
* 15 mins tea break in morning
* 15 mins tea break in evening.
* One weekly off is included in above rate.

1. Pay roll accounting calculations for all employees shall be manage by **SILA SOLUTIONS PRIVATE LIMITED.**
2. Above quotation is all inclusive of PF, ESIC, Bonus, Annual Leaves, Mediclaim, Insurance, Travelling, Accidental cover etc. No additional bill will be raised over and above pricing.
3. Professional Uniforms (2 sets), cloves, masks etc shall be provided by **SILA SOLUTIONS PRIVATE LIMITED to all the housekeeping staff.**
4. In case if any housekeeping staff is absent than reliver boy must be provided by **SILA SOLUTIONS PRIVATE LIMITED free of cost.**
5. Well equipment machinery must be provided by SILA SOLUTIONS PRIVATE LIMITED as per fixed cost mention above. In case of machine break down or damaged it will be completely responsibility of SILA SOLUTIONS PRIVATE LIMITED. No additional charges will be claimed for the same
6. SILA shall ensure and arrange at his own cost safety provisions, as per safety code of C.P.W.D., Bureau of Indian Standards and safety manuals for all labour, directly or indirectly employed in the works for performance of this contract and such as locally in force from time to time. SILA will indemnify the owner from any consequence arising due to contractor's failure in respect of safety code. (Cloves, safety shoes, gumboot, Hand gloves etc to be used on site.)
7. Payments Terms: 2 nos original bill copy must be submitted monthly duly signed & acknowledged by the Project Director at site. Payment will be released within 7-10 days from bills re
8. **LABOUR LAWS:**

SILA shall employ no child labour less than 18 years of age on the work. Female workers & children are strictly not allowed at site. No laborer shall reside within the compound except authorized guards. If labour will reside then Health Dept rules and regulations to be followed and handle by contractor.

Documents Registration certificates listed at sr.no. 1 to 2 must to be submitted one time only. Any revision/amendment to it should submitted as and when revised / renewed. Monthly attendance record, PF & ESIC paid challans to be submitted with every month along with bill.

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| **Sr. No** | **Particulars** | **ACT** | **Frequency** | **Remark** |
| 1 | P.F Registration Certificate | P.F | Onetime | Compulsory to all |
| 2 | P.F & ESIC Paid Challans | P.F | Monthly | Compulsory to all |
| 3 | ESI Registration Certificate | ESI | Onetime | Compulsory to all |
| 4 | Copy of Muster roll cum wage register copy i.e. payment disbursement sheet (Duly signed by workmen, contractor authorized representative) Form II under Minimum Wages Ac | Contract Labour Act. | Monthly with bills. | Compulsory to all |

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| **Approved By** | **Authorized Signatory** | **We have read, understood, confirm & accept** |
| **M/s. Sambhav Shelters**  **Sudhakar Tambe**  **Project Director** | **M/s. Smabhav Shelters**  **Mr. Sanddesh Jain**  **Partner** | **SILA SOLUTIONS PRIVATE LIMITED**  **­­­­­­­­­­­­­­­­­­­­­­­­**  **Mr. Sahil Rajesh Vora**  **Director** |