



शिक्षण प्रसारक मंडळी, पुणे

R. A. Podar College of Commerce & Economics

AUTONOMOUS

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC
Certified as 'Best College' by University of Mumbai

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: info@rapodar.ac.in
Website : www.rapodar.ac.in

Ref. No.: 256

Date: 30/07/2022

To,
SHARP SERVICES
H.O:-202, Rajgir Annex Laxmibaug,
Opp Sion Rly. Station,
Near Ashirwad Hospital,
Mumbai-400 022.

Sub: Work Order for Increase in House Keeping Rates

Respected Sir,

I am pleased to inform you that your Quotation has been accepted by our purchase Committee for Increase in House Keeping Rates from 1st April 2023.

Please note that the payment will be made as per terms & condition.

Thanking You,

Yours Faithfully,

K. S. J.
Principal

rrk/-



Facility Management, Manpower,
Housekeeping & Security Services

*Vp MskJ / Mr RAK
we need to discuss
and do the needful
04/10/2022*

Date: 29-11-2022

To,
The Principal,
R. A. Podar College of Commerce & Economics,
L. N. Road, Matunga,
Mumbai - 400019

Sub: Increase in House Keeping rates.

Dear Sir,

It is our pleasure that we have been serving you in House Keeping Services, Since last 7 to 8 years we have been providing House Keeping services at similar rates i.e. Rs. 8093/- per Sweeper per month and Rs. 8613/- per Supervisor per month which are very low. Due to price like everywhere we humble request you to increase House Keeping rates to Rs. 15,000/- per Sweeper per month & Rs. 15,500/- per Supervisor per month.

15000/- = Sumant

14500/- = Sumant

Hope the above rates are acceptable awaiting a favourable reply.

Thanks & regards,

For M/s. Sharp Services

Sumant

Proprietor



The house keeping services require drastic improvement. we need to require people who are engaged with sincerity. A lady house keepers staff is required permanently through the day at ladies common room. We need one additional housekeeping person for evening shift (12 noon - 8 p.m.)

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Important Note: The revised minimum wage for shops and establishments in Maharashtra is effective with effectivity 2022 and employees are advised to pay arrears based on the notification attached. The total per month column mentioned below includes Basic and VDA only, but the HRA component may be used for arriving at overall wages

Effective from Date: 1st Jul 2022

Class of Employment	Zone	Basic Pay Month	HRA Per Month	VDA Per Month	Total Per Day	Total Per Month
Unskilled	Zone I	10,121.00	626.35	2,156.00	468.92	12,177.00
Unskilled	Zone II	9421.00	276.55	2,126.00	443.59	11,513.00
Unskilled	Zone III	8838.00	516.70	2,116.00	427.54	10,934.00
Semi-skilled	Zone I	10,850.00	648.10	2,106.00	496.59	12,962.00
Semi-skilled	Zone II	10,260.00	618.30	2,106.00	475.02	12,366.00
Semi-skilled	Zone III	9684.00	588.90	2,106.00	452.88	11,770.00
Skilled	Zone I	11,733.00	696.10	2,106.00	529.39	13,335.00
Skilled	Zone II	11,016.00	657.13	2,106.00	505.48	13,142.00
Skilled	Zone III	10,433.00	627.31	2,106.00	482.54	12,549.00
Security Guard - Security Services	Minimum Rate	1,000.00	205.00	2,106.00	344.00	4,100.00
Head Guard - Security Services					196.27	4,403.00
Security Supervisor - Security Services					301.78	4,703.00

Updated As On: 01st Aug 2022

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Facility Management, Manpower,
Housekeeping & Security Services

Date: 24-11-2022

To,
The Principal,
R A Podar College Of Commerce & Economics,
L. N. Road,
Matunga (CR), Mumbai - 400 019

Salary Break-up structure are as follows:

1. Housekeeping Sweeper:

Sr. No.	Particulars	Amount in Rs.
1	Basic	10021.00
2	D.A.	2106.00
3	H.R.A.	606.35
4	PF	1577.00
5	ESIC	414.00
6	Total (Sr. No. 1 To 5)	14724.35
7	Agency Charges 5% on Sr. No. 6	736.21
	Grant Total (Sr. No. 6 + 7)	15461.00

2. Housekeeping Supervisor:

Sr. No.	Particulars	Amount in Rs.
1	Basic	11632.00
2	D.A.	2106.00
3	H.R.A.	686.90
4	PF	1786.00
5	ESIC	469.00
6	Total (Sr. No. 1 To 5)	16680.00
7	Agency Charges 5% on Sr. No. 6	834.00
	Grant Total (Sr. No. 6 + 7)	17514.00

Thanks

With regards,

Banshal

For M/s. Sharp Services





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Website : www.rapodar.ac.in

Ref. No.: _____

Date: 25/01/2022

JOB WORK AGREEMENT

This Agreement entered into on this 1st day of Feb, 2022 (the "Effective Date"), at Mumbai, by and between

"R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS(AUTONOMOUS)", a unit of Shikshan Prasarak Mandali Pune, located at Matunga, Mumbai – 400 019, (hereinafter referred to as "PRINCIPAL EMPLOYER"), which expression shall where the context so admits include their legal representatives, successors, nominees and assignees of the **ONE PART**.

AND

"M/s. Yog Shri Sai Facility & Security Pvt. Limited", with its principal place of business at Shop No. ME – 5278(1E), Patil Society, Borla, Govandi, Near Good Relation Society, Chembur – Govandi Road, Mumbai – 400 088 (hereinafter referred to as the "CONTRACTOR"), which expression shall where the context so admits include their legal representatives, successors, nominees and assignees represented by Mr. Ravindra Chavan, Director of the **SECOND PART**.

WHEREAS:-

PRINCIPAL EMPLOYER wishes to engage CONTRACTOR to render certain Services and CONTRACTOR has agreed to render such services, on the terms and conditions set out hereinafter.

NOW THIS AGREEMENT WITNESSETH: -

1. Definitions

- 1.1. "Associates" mean the workmen/ personnel appointed by CONTRACTOR to PRINCIPAL EMPLOYER on deputation on the terms as stated below.
- 1.2. "Services" means Services more particularly described in Statement of Work herein below, agreed to be rendered by CONTRACTOR subject to the terms and conditions herein.
- 1.3. "Statement of Work" means the written Statement of Work signed by both the parties from time to time, incorporating details of the services to be rendered by

CONTRACTOR and the scope thereof, the precise activities to be carried out in the course of rendering the Services.

2. Statement of Work:

2.1. To provide Security services for Principal Employer on their site at **R.A. Podar College of Commerce & Economics located at Matunga, Mumbai – 400 019.**

3. Consideration, Payment terms & Contract Value:

3.1. **Consideration:** **PRINCIPAL EMPLOYER** agrees to pay **CONTRACTOR** the Contract fees and other charges set forth in the payment terms below as consideration for the Services rendered.

3.2. The Contractor shall submit the invoice before 10th every month, with a proper attendance sheet.

3.3. The **CONTRACTOR** shall receive **12% service charge** on their monthly invoice.

3.4. **Contract Value :** The Monthly charges for providing Security Services for per personnel shall be **Rs. 24,985/-** exclusive of GST & Service charge.

3.5. The above mentioned rates are valid for the whole contract duration i.e. till 31st January 2023.

4. CONTRACTOR's obligations:

In the course of rendering the aforesaid Services, **CONTRACTOR** shall be responsible for the following:

- (i) **CONTRACTOR** will assign skilled Associates of appropriate qualifications and experience to perform the Services in order to fulfill its obligations ;
- (ii) **CONTRACTOR** will exercise requisite control and supervision over its Associates in the course of rendering the services and make best efforts to ensure that the services are rendered in a continuous and uninterrupted manner;
- (iii) **CONTRACTOR** will have the right to withdraw its Associate for any reason at any time, by replacing the persons with other associate sufficiently skilled, qualified, and experienced to perform the job.

5. DUTIES OF CONTRACTOR:

- i) To carry out the service diligently, efficiently and upto the complete satisfaction of the **PRINCIPAL EMPLOYER**.
- ii) To maintain such registers and books and forms as are considered necessary for the due performance of the duties as mentioned herein.
- iii) To give safety instructions to the Associate and take steps that such instructions are followed.

- iv) To provide substitute Associate in case of absenteeism of the Associate.
- v) All the Associates provided by the **CONTRACTOR** shall not be employees of the **PRINCIPAL EMPLOYER**. Any disputes between the **CONTRACTOR** and its Associate shall have no bearing on the **PRINCIPAL EMPLOYER** and the **PRINCIPAL EMPLOYER** shall not be liable for the same. The personnel shall at no time be considered as employees of the **PRINCIPAL EMPLOYER**. They shall at all times be under the control and supervision of the **CONTRACTOR** only.
- vi) The **CONTRACTOR** shall cover each of their associates under the Scheme of Provident Fund & Employees State Insurance & MLWF also wherever applicable or as per the applicable Labour Laws.
- vii) The **CONTRACTOR** shall be responsible for payment of salaries, wages and other statutory benefits of their associates deployed at said premises of **PRINCIPAL EMPLOYER**, through Bank Account Transfer, or Crossed Cheque or Cash to all such Associates.
- viii) It shall always be Contractor's liability to pay the wages/ salaries & dues to his workmen and/or Supervisor who are engaged by him and the **PRINCIPAL EMPLOYER** shall in no way be responsible or held responsible for payment of wages or any other dues of any associate deployed by the Contractor for carrying out the work given under this contract.
- ix) The **CONTRACTOR** shall at its own cost and expense obtain all the necessary permits, licenses as applicable under the law for rendering of such services as mentioned herein.
- x) The **CONTRACTOR** shall maintain all relevant records and registers and fulfill all statutory requirements under the Contract Labour (Regulation and Abolition) Act, Employees Provident Fund Act, Employees State Insurance Act
- xi) Associates shall be liable for search at entrance and exit of the premises of the **PRINCIPAL EMPLOYER**. The Contractor shall issue identity cards bearing photographs of personnel appointed by him, duly approved by the **PRINCIPAL EMPLOYER** for gate entry.
- xii) Contractor shall ensure that uniforms with name printed on them are provided to Associates and will also ensure their neatness and cleanliness throughout the deputation period. Contractor shall provide shoes & other safety equipment's as may be required while executing the work
- xiii) Contractor shall assure that all the personnel provided by them will follow all the safety and environment policies and norms of the **PRINCIPAL EMPLOYER**.

5. Term and Termination

5.1. **Term:** This Agreement shall commence on the Effective Date and shall remain in force till 31st Jan, 2023.

5.2. Notwithstanding anything contained in this agreement, it shall be lawful for the **PRINCIPAL EMPLOYER** to dispense or discontinue the arrangement at any time during the period of this agreement if the services are unsatisfactory or not according to the Scope of Services mentioned herein above or Deputies appointed by contractor go on strike, stoppage of work, go-slow or engage in other activities, other than in accordance with law. This Agreement can be terminated by Either Party without assigning any reason thereto by giving the other 30 days' notice in writing.

5.3. If incase of termination of current **CONTRACTOR**. The **PRINCIPAL EMPLOYER** shall be free to appoint a new Contractor for further work to be completed, without any interference/ interruption/ objection from the existing contractor.

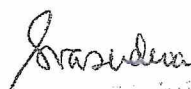
6. Force Majeure:

6.1. The **PRINCIPAL EMPLOYER** shall not be liable for any failure or delay in performance resulting directly or indirectly from causes beyond its reasonable control including but not limited due to act of God, war declared, civil or political disturbance, lock-outs, drought, floods, fire, accidents and other exceptional circumstances. In such situations both the parties shall discuss and mutually decide further course of action to be taken.


6.2. However, notwithstanding any of the above mentioned conditions, both the parties shall provide support in an emergency or evacuation situation in calm and professional manner as may be required.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR AUTHORIZED REPRESENTATIVES ON THIS 1st DAY OF FEB, 2022.

For, R. A. PODAR COLLEGE OF
COMMERCE & ECONOMICS,


By: R. A. Podar
Principal

For, Yog Shri Sai Facility & Security Pvt. Ltd.


By: R. S. Saini
Director

Name: Dr. SHOBANA. VALUDEVAN

Name: MR. Ravindra M. Chavan.

Title: PRINCIPAL

Title: Managing Director.



शिक्षण प्रसारक मंडळी, पुणे

R. A. Podar College of Commerce & Economics

AUTONOMOUS

Matunga, Mumbai - 400 019

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: info@rapodar.ac.in
Website : www.rapodar.ac.in

Ref. No.: 1336

Date: 25/1/2022

WORK ORDER

To,

YOG SHRI SAI FACILITY & SECURITY PVT. LTD

Shop No. A - 4, Ground floor,

Mahadev Patil Soc, Opp. Borbadevi Mandir,

Near Swaraj Kalash Bldg,

Govandi (E) Mumbai - 400 088.

Sub: - Appointment of Your Agency for Providing Security Services.

Dear Sir/Madam,

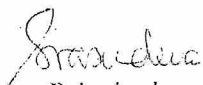
This is with reference to your quotation dated :- 19/01/2022 regarding providing Security Guard at our site **(R. A. Podar College of Commerce & Economics (Autonomous), Matunga - Mumbai - 400 019.)**
Your agency can start the work from, **(1st February, 2022)**

The followings are the Terms and Conditions: -

1. You should provide 2 Security Guard for (Morning Shift) of 12 hours daily. i.e. 8 am to 8 pm and 2 Security Guard for (Night Shift) i.e. 8 pm to 8 am. Also, 1 additional Lady Guard for General Shift i.e. 7 am to 6 pm with one weekly off on Sunday.
2. We agreed your rate of Rs.24,985/- per month for per security, exclusive of 18 % GST & 12 % Service Charge.
3. Your Security Guard should be ever attentive and wear proper uniform on duty and maintain discipline.
4. If In Case your Security Guard is Absents for any Reason Reliever Should be provided.
5. You shall submit your bill for payment towards service provided to us after completion of every month.
6. We wish you all the best and expect professional approach and services from your Agency.

Thanking you,

Yours Truly,


Principal

R. A. Podar College of Commerce &
Economics, Matunga, Mumbai - 400 019.

Received: 25/02/2022
25-02-2022