

## Service Order

Date: 22<sup>nd</sup> July 2019

Unique PO No.

Snowhill Rainbow Pvt. Ltd  
N-304 Mangolpuri Delhi,  
New Delhi - 110083

Dear Service Provider,

Subject: For Providing Horticulture Manpower Service at **DIF** Promenade. **DIF** Emporio. The Chanakya. DIF -DLF Jasola-Delhi (DLF Jasola-Delhi) as per the following details.

Client Site Details	DLF Promenade, DLF -DLF Jasola-Delhi (DLF Jasola-Delhi)
Services	Horticulture Services
Commercials	As per the attached Annexure
CWSiteSPOC	Mr. Saroj Sharma. Mr. Om Prakash and Mr. Ritesh and Mr. Rajesh
Effective Date	1 <sup>st</sup> July 2019 till 31 <sup>st</sup> Mar 2020
Mastel" Service Agreement	- Signed on 1 <sup>st</sup> April 2018 (All terms as per MSA)
Terms of Payment	

Charges will be paid by C&W PMSI to the vendor within 30 working days after the receipt of payment from the client for the services rendered & for all correctly submitted invoices with all relevant documents along with it.... All payment are subject to deduction of TDS if applicable

Payment will be made through NEFT/RTGS in INR and subject to deduction of tax at source as applicable from time to time.

The terms of the attached General Terms & Conditions (GTc) form part of this Purchase Order. All the terms and conditions are binding on the vendor, unless a formal order amendment has been issued. This Purchase Order would be deemed as automatically accepted by supplier within 2 days of release

Termination - By CW, serving on the Service Partner, 5 days prior notice in wr.t.,,,,"T1! breach of its obligations under the MSA and / or the WO by the Service Partner, default is neither cured nor adequately addressed within such period.

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Thanking you,  
Cushman & Wake

Annexure  
Pricing Sheet  
Horticulture  
MICP-BKSM

Description	MICP-BKSM	Unit Rate Per Month	Monthly Charges	Annual Charges
Gardner	1	19718	19718	236616
	1	65036	19718	236616

DLF Promenade Mall

Description	Promenade	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	23713	23713	284556
Gardner	5	19718	98590	1183080
	6	65036	122303	1467636

-DLF Jasola-Delhi (DLF Jasola-Delhi)

Description	Emporio	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	23713	23713	284556
Gardner	5	19718	98590	1183080
	6	65036	122303	1467636

The Chanakya Mall

Description	The Chanakya	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	23713	23713	284556
Gardner	3	19718	59154	709848
	4	65036	82867	994404

## DIF Place Saket

Description	Saket	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	23713	23713	284556
Head Gardener	2	21605	43210	518520
Gardner	4	19718	78872	946464
	7	65036	145795	1749540

Billing will be done as per actuals.

### Service Provider engagement protocol.

- I. Vendor managerial Staff (Area manager / Manager) should do a monthly visit at client site for services review following up with minutes of meeting which should be circulated back to C&W with action plans.
2. Senior management Staff (VP/Operations Head) of Vendor should do a quarterly visit for services review following up with minutes of meeting which should be circulated back to C&W with action plans
3. Any Remuneration, entire Compensation, including salary, applicable taxes, overtime, worker's compensation, minimum wage, gratuity, ESI, PF, Bonus, disability benefit or any other statutory or other payments as when is applicable or become applicable in future as per Law; are in scope of services provider and must be paid by Service Provider to its personals deployed at site.
4. With the issuance of this PO the previous PO stand cancelled.
5. For all Payment prospective this PO would be considered.

### Compliance Guidelines for Exiting Manpower Contractors

- A. Compliances pertaining to exiting a site depends on multiple factors. such as:
  - I. If C&W would continue to service the site, whether the deputed vendor manpower will be:
    - a. Transitioned to a new C&W vendor - partial strength or total strength.
    - b. Required to move on with the exiting vendor and new set of staff be deputed by the new incoming vendor.
    - c. The site has moved to an agent model.
  2. If C&W would not continue to service the site, while the empaneled vendor would:
    - a. Continue providing service to the same Client/Site under a new Principal Contractor.
      - i. With partial headcount and others, be terminated
      - ii. With total headcount and no retrenchment/termination from site
    - b. Discontinue to provide services on the said site, while his deputed manpower be:
      - i. Retained by the client's new vendor
      - ii. Required to terminate all deputed vendor manpower
      - iii. Retain partial and terminate remaining vendor manpower
  3. Vendor's past compliance audit performance.

4. Pending Show Cause notices, if any
5. Reason for change/termination of vendor
6. Factors affecting C&W's pending and future payment from the client pertaining related vendor compliances (differs on a case to case basis)

Teams are expected to highlight cases of exiting / change / terminated vendors, based on the above factors a customized checklist will be shared with the operations team to facilitate with the vendor team for transition compliance audits.

B. Besides every outgoing vendor is expected to resolve the following:

Obtain copies of resignation from deputed onsite staff

- ii. Settle their dues, including payment of salaries, pending bonus, leave encashment, gratuity (if applicable) and any other financial settlement and submit the copies of full and final settlement, which must be signed by the respective vendor employees.
- iii. Submit proof of payment of full and final settlement
- iv. Submit copies of the following documents: (scope of document will be confirmed by vendor compliance team in consultation with operations).

Wage register,

2. PF Challan and ECR
3. ESI Challan and ECR
4. Proof of payment of Bonus & Leave encashment
5. Facilitate transfer /with drawl of PF balance (case to case)
6. Form VI- B under the CLRA Act, (if applicable)
7. In out registers & Attendance sheet
8. Register of Workmen
9. Clearance of any pending show cause notice, labour inspection, labour issues.
10. Any other document as per the audit requirement

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## Salary - Breakup Delhi

### Horticulture

(Horticulture) - Delhi	%	I Revised wages as per ESI notification 2019		w.e.f 1st July
		Gardener U-K	Head Gardener S-K	Supervisor Skilled
Basic		14000	15400	16964
Total A		14000	15400	16964
PF	12%	1680	1848	2036
Admn. Charges	1.00%	140	154	170
ESI	3.25%	537	590	650
Total B		2357	2592	2856
Bonus	8.33%	1166	1283	1413
leave	9.61%	1345	1480	1630
Uniform & Washing		150	150	150
Total C		2662	2913	3193
Total A+B+C		19018	20905	23013
Management Charges		700	700	700
Total cost with management fees		19718	21605	23713