

Service OrderDate: 26th November 2019

Unique PO No. 1574861340027

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

Dear Service Provider,

Subject: Revised wages as per min wages notification for Providing Horticulture Manpower Service at DLF Promenade, DLF Emporio, The Chanakya, DLF Place Saket, MLCP-SNM and MLCP-BKSM as per the following details.

Client Site Details - DLF Promenade, DLF Emporio, The Chanakya, DLF Place Saket,
MLCP-SNM and MLCP-BKSM, Delhi

Services - Horticulture Services

Commercials - As per the attached Annexure

CW Site SPOC - Mr. Saroj Sharma, Mr. Om Prakash and Mr. Ritesh and Mr. Rajesh

Effective Date - 1st April 2019 till 30th September 2019

Master Service Agreement - Signed on 1st 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 from the date of release

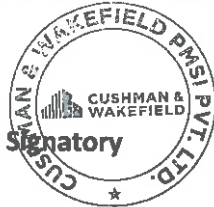
Termination - By CW, serving on the Service Partner, 5 days prior notice in writing, in case of a breach of its obligations under the MSA and / or the WO by the Service Partner, and if such event of default is neither cured nor adequately addressed within such period.



Thanking you,

Cushman & Wakefield PMSI Pvt. Ltd.

Authorized Signatory



**Annexure
Pricing Sheet**

Horticulture

MLCP-BKSM

For Cushman & Wakefield Property
Management Services India Pvt. Ltd.

Authorized Signatory

Description	MLCP - BKSM	Unit Rate Per Month	Monthly Charges	Annual Charges
Gardner	1	20349	20349	244188
Total	1	20349	20349	244188

DLF Promenade Mall

Description	Promenade	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	24375	24375	292500
Gardner	5	20349	101745	1220940
Total	6	44724	126120	1513440

DLF Emporio Mall

Description	Emporio	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	24375	24375	292500
Gardner	5	20349	101745	1220940
Total	6	44724	126120	1513440

The Chanakya Mall

Description	The Chanakya	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	24375	24375	292500
Gardner	3	20349	61047	732564
Total	4	44724	85422	1025064

DLF Place Saket

Description	Saket	Unit Rate Per Month	Monthly Charges	Annual Charges
Supervisor	1	24375	24375	292500
Head Gardener	2	22238	44476	533712
Gardner	4	20349	81396	976752
Total	7	65036	150247	1802964

Billing will be done as per actuals.

Service Provider engagement protocol.

1. 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 Incoming Manpower Contractors

C&W Manpower Contractors are expected to submit the following compliance documents with the Vendor Compliance team within 10 days of starting their services on a new site.

1. Copy of Commencement Certificate – Form VI – A under the Contract Labour (Regulations & Abolitions) Act, 1970 & Rules 1971.
2. Obtain a copy of Form V, if eligible for obtaining CLRA License, vendors are expected to highlight challenges, if any, in obtaining the Form V to adherence with CLRA License requirement.
3. Must arrange to impart training to deputed staff on Prevention of Sexual Harassment of Women at Workplace and submit proof of training and copy of declaration cum undertaking signed by each deputed staff.
4. Submit the copies of following documents with the Vendor Compliance Team via email.



- a. List of Employees including details of Date of Birth, Gender, Date of joining, Salary break up, E-Pehchaan Card, UAN number.
 - b. Job Application Form
 - c. Duly signed Appointment Letter
 - d. Details of their Salary Bank Account
 - e. Employment Card
 - f. E-Pehchaan Card
 - g. Register of Workmen – under CLRA Act
 - h. Nomination Forms under PF Act – Form 2
 - i. Nomination Forms under Gratuity Act – Form F
 - j. Share their company's retirement policy and a declaration of maximum age for deputation of onsite staff
 - k. Declaration cum undertaking for not deputing any child labour / minor on site (less than 18 years of age)
5. C&W contractors are expected to maintain the following documents onsite.
- a. Contractor wise – in / out register
 - b. Copies of Attendance Register
 - c. Inspection Book
 - d. Display abstracts and notices as per the applicable Acts.
6. Other Routine Compliances
- a. Every C&W contractor is expected to make payment of salaries as per the guidelines of the Payment of Wages Act.
 - b. Obtain necessary Licenses / Registrations and ensure their timely renewals / updation as applicable from time to time
 - c. Obtain Principal Employer's attestation on the monthly wage register.
 - d. Upload monthly compliance documents on the audit portal and ensure adherence to compliance audit guidelines
 - e. To highlight cases of onsite accidents, labour issues, show cause notices, labour inspections, cases/complaints received for labour misconduct(including POSH complaints) and any other event, issue, resulting in any form of labour dispute or attracting consequences from statutory authorities / bodies must be highlighted to the site operations team along with a copy to Vendor Compliance Team.

For clarifications on transition compliances, write to PMSIcompliances@cushwake.com



Salary – Breakup Delhi

Horticulture

(Horticulture) - Delhi	Revised wages w.e.f 1st April 2019 to 30th Sep 2019		
	Gardener U-K	Head Gardener S-K	Supervisor Skilled
Basic	14468	15920	17508
Total A	14468	15920	17508
PF @12%	1736	1848	2036
Admn. Charges@1%	145	154	170
ESI @3.25%	555	610	671
Total B	2435	2612	2876
Bonus	1205	1326	1458
Leave** (Basic) (9.61%)	1390	1530	1683
Uniform & Washing	150	150	150
Total C	2746	3006	3291
Total A+B+C	19649	21538	23675
Management Charges	700	700	700
Total Cost with management fees	20349	22238	24375

