

Service Order

Date: 22nd Jan 2020

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 MLCP-BKSM as per the following details.

Client Site Details - DLF MLCP-BKSM, Delhi
Services - Horticulture Services
Commercials - As per the attached Annexure
CW Site SPOC - Mr. Rajesh Kumar
Effective Date - 1st Oct 2019 to 21st Oct 2019 & 22nd Oct 2019 to 31st March 2020
Master Service Agreement - Signed on 1st April 2018 (All terms as per MSA)

**Annexure
Pricing Sheet**

Horticulture

MLCP-BKSM

Revised wages w.e.f 1st October 2019 to 21st October 2019				
Description	Site	Qty	Unit Rate Per Month	Monthly Charges
Gardner	MLCP BKSM	1	23,304	23,304

Revised wages w.e.f 22nd October 2019				
Description	Site	Qty	Unit Rate Per Month	Monthly Charges
Gardner	MLCP BKSM	1	23,353	23,353

Billing will be done as per actuals.

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

Billing Instruction / Details

State	GSTIN No/Pan No	Delivery/Ship to Address	Bill to Address
Maharashtra	27AACCC3657N1ZA /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., 8th Floor Block B2, Phase -1, Nirlon Knowledge Park, Goregaon (East), Mumbai - 400063
Gujarat	24AACCC3657N1ZG /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., 703, Shikhar Complex, 306123, Srimali Society, Navrangpura, Ahmedabad, Ahmedabad-380009
Haryana	06AACCC3657N1ZE /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., Building 8C, 14th Floor, Phase II, DLF Cyber City, Gurgaon, 122002
Delhi	07AACCC3657N1ZC /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., JA 1120 - 1121, 11th Floor, Tower A, DLF Towers Jasola, Jasola District Centre, New Delhi-110025
Telangana	36AACCC3657N1ZB /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., 111 First Floor, maximus 2B City Mind Space IT Park, Hitech City Madhapur, Hyderabad- 500081
Tamilnadu	33AACCC3657N1ZH /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., NO. 471, 6TH Floor Prestige Polygon, Anna salai Nandanam-Chennai-600035
Karnataka	29AACCC3657N1Z6 /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., 4th Floor, Pine Vally, Intermediate Ring Road Embassy Golf Link Business Park Bangalore-560071
Uttar Pradesh	09AACCC3657N1Z8 /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., 6th Floor, Awfis, Lotus Bsness Park, Noida, Gautam Buddha Nagar,

CIN : U74140DL2004PTC126112 - GST No. Haryana 06AACCC3657N1ZE, U.P 09AACCC3657N1Z8 Delhi 07AACCC3657N1ZC
Registered Office : Cushman & Wakefield Property Management Services India Pvt. Ltd., JA 1120 - 1121, 11th Floor, Tower A, DLF Towers Jasola, Jasola District Centre, New Delhi-110025 Tel: 91 11 4115222, Fax: 91 11 40563813



**CUSHMAN &
WAKEFIELD**

**Cushman & Wakefield Property
Management Services India Pvt. Ltd.**
14th Floor, Building 8
Tower C, DLF Cyber City
Gurgaon - 122 002, India
Tel +91 (124) 469 5555
Fax +91 (124) 469 5566
cushmanwakefield.com

			Uttar Pradesh, 201304
West Bengal	19AACCC3657N1Z7 /AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., Room/Flat No- Brooke House, 9, Shakespeare House, Kolkatta-700071

CIN: U74140DL2004PTC126112,

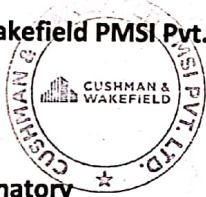
Please mentions PO # in Invoice , PO amount is Budgeted, However invoicing and payment shall happen as per actuals, but in any case it should not exceed the total PO value

Please mention your GSTIN & PAN NO as per applicability on Invoice copy.

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



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

CIN : U74140DL2004PTC126112 - GST No. Haryana 06AACCC3657N1ZE, U.P 09AACCC3657N1Z8 Delhi 07AACCC3657N1ZC
Registered Office : Cushman & Wakefield Property Management Services India Pvt. Ltd., JA 1120 - 1121, 11th Floor, Tower A,
DLF Towers Jasola, Jasola District Centre, New Delhi-110025 Tel: 91 11 41115222, Fax: 91 11 40563813



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

All Amount in INR

(Horticulture) - Delhi	Revised wages w.e.f 1st October 2019 to 21st October 2019	Revised wages w.e.f 22nd October 2019 to 31st March 2020
	Gardener U-S	Gardener U-S
Basic	14806	14842
Total A	14806	14842
PF (Basic)	1777	1781
Admn. Charges	148	148
ESI (Basic + HRA)	568	569
Total B	2492	2498
Bonus	1233	1236
Leave** (Basic) (9.61%)	1423	1426
Uniform & Washing	150	150
Total C	2806	2813
Total A+B+C	20104	20153
Management Charges	700	700
Total - Revised Salary	20804	20853
Tool Cost	2500	2500
Total Cost	23304	23353

