

Service Order

Date: 10th January 2020

Unique PO No. 1579067840663

**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 and DLF Place Saket as per the following details.

- Client Site Details** - DLF Promenade, DLF Emporio, The Chanakya, DLF Place Saket,
Delhi
- Services** - Horticulture Services
- Commercials** - As per the attached Annexure
- CW Site SPOC** - Mr. Saroj Sharma, Mr. Om Prakash and Mr. Ritesh
- Effective Date** - 22nd October 2019 till 31st March 2020

Master Service Agreement - Signed on 10th January 2017 (All terms as per MSA)

**Annexure
Pricing Sheet**

Horticulture

DLF Promenade Mall

Description	Promenade	Unit Rate Per Month	Monthly Charges
Supervisor	1	24274	24274
Gardner	5	20853	104265
Total	6		128539



DLF Emporio Mall

Description	Emporio	Unit Rate Per Month	Monthly Charges
Supervisor	1	24274	24274
Gardner	5	20853	104265
Total	6		128539

The Chanakya Mall

Description	The Chanakya	Unit Rate Per Month	Monthly Charges
Supervisor	1	24274	24274
Gardner	3	20853	62559
Total	4		86833

DLF Place Saket

Description	Saket	Unit Rate Per Month	Monthly Charges
Supervisor	1	24274	24274
Head Gardener	2	22751	45502
Gardner	4	20853	83412
Total	7		153188

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	Bill to Address
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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



		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	24AACCC3657N1Z G/AACCC3657N	Client Site Address	Cushman and Wakefield (PMSI) Pvt Ltd., 703,Shikhar Complex,306123,Srimali Society, Navrangpura,Ahmedbad,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	33AACCC3657N1Z H/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 Bsiness Park, Noida, Gautam Buddha Nagar, 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.

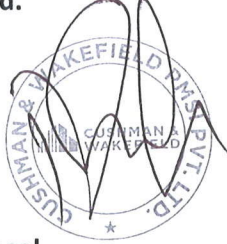
Termination - By CW, serving on the Service Partner, 5 days prior notice in writing, in case of a breach of its obligations under the MSA and / or the WO by the Service Partner and if such event of default is neither cured nor adequately addressed within such period.



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

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 figures in INR)

(Horticulture) - Delhi	Revised wages w.e.f 22nd October 2019 to 31st March 2020		
	Gardener U-K	Head Gardener S-K	Supervisor Skilled
Basic	14842	16341	17991
Total A	14842	16341	17991
PF @12%	1781	1848	2036
Admn. Charges@1%	148	154	170
ESI @3.25%	569	626	0
Total B	2498	2628	2205
Bonus	1236	1361	1499
Leave** (Basic) (9.61%)	1426	1570	1729
Uniform & Washing	150	150	150
Total C	2813	3082	3378
Total A+B+C	20153	22051	23574
Management Charges	700	700	700
Total cost with management fees	20853	22751	24274

