



सत्यमेव जयते

# INDIA NON JUDICIAL

## Government of National Capital Territory of Delhi

### e-Stamp

Certificate No.	: IN-DL00340517882639T
Certificate Issued Date	: 22-Jul-2021 10:49 AM
Account Reference	: IMPACC (IV)/ dl936703/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DLDL.93670398693379601389T
Purchased by	: SWIFT SECURITAS PVT LTD
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: SWIFT SECURITAS PVT LTD
Second Party	: MRU
Stamp Duty Paid By	: SWIFT SECURITAS PVT LTD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



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Please write or type below this line

### AGREEMENT FOR SECURITY SERVICES



#### Statutory Alert:

1. The authenticity of this Stamp/certificate should be verified at [www.e-stamp.com](http://www.e-stamp.com) or using e-Stamp Mobile App of Stock Holding Corporation of India.
2. In case of any discrepancy in the details on this Certificate and as available on the website / Mobile App readers should report the same to the Competent Authority.
3. The onus of checking the legitimacy is on the users of the certificate.

For Swift Securitas Pvt. Ltd.

Anshu Signatory

This Security Services Agreement ("Agreement") is made at Faridabad on this 1<sup>st</sup> July 2021 by and between

**Manav Rachna University** having its administrative address at Sector 43, Aravali hills, Delhi-Surajkund road, Faridabad HR-121004, acting through its authorized signatory Dr. Dr. kameshwar singh Registrar-MRU, hereinafter referred to as "MRU" which expression shall include its assigns, successors and all those claiming through it.

And

M/s Swift Securitas Pvt. Ltd., a company incorporated under the Companies Act, 1956 and having its Corporate Office 2, Rajdhani Enclave, Pitampura, Delhi-110034 hereinafter referred to as the "Service Provider" represented by its Authorized Signatory Mr. RK. Pathak-GM Contracts & Legal which expression unless repugnant to the context or subject shall mean and include its respective successors, representatives, heirs and assigns.

The "Service Provider" and "MRU" are collectively and individually as 'Parties' and "Party" respectively.

The agreement contains SECURITYSERVICES AGREEMENT.

WHEREAS:

- (A) This Agreement shall commence from 1<sup>st</sup> July-2021 and shall remain valid for a period of One Year. To clarify, this Agreement shall expire on 30<sup>th</sup> June 2022 ("Term").
- (B) However the rates provided in the agreement will remain the same as earlier
- (C) Term of this agreement may be extended by the mutual consent of both parties in writing at least 30 days prior to the expiry of the term of this agreement.
- (D) M/S SWIFT SECURITAS PVT. LTD. is engaged in the business of providing SECURITYSERVICES SERVICES to various entities and organizations and has offered to provide such services to MRU.
- (E) AND WHEREAS MRU is desirous of availing SECURITY SERVICES for its premises at Faridabad and has agreed to obtain the same from M/S SWIFT SECURITAS PVT. LTD. on the terms and conditions set out hereinafter in this agreement.

For Swift Securitas Pvt. Ltd.

  
Auth. Signatory

ARTICLE – I  
DEFINITIONS



- 1.1 "Agreement" shall mean this agreement along with its Annexure I & and includes any amendments, if any hereof
- 1.2 "Total Compensation/Charges" shall mean fee and remuneration paid or payable by MRU to "Service Provider" for Services under this Agreement and as mentioned in Annexure I.
- 1.3 "Said Site" shall means the location at Which Service Provider shall provide services which is mentioned in Annexure and is situated at the premises of MRU including Hostel.
- 1.4 "Services" shall mean the services to be performed by Service Provider at the Said site under this Agreement which shall include all Security Services including the scope of work as mentioned in Annexure
- 1.5 "Staff" shall mean Service Provider, its employees / staff deployed by the Service Provider for the purpose of rendering the Services under this Agreement. Total number of 'Staff' deployed by the Service Provider shall be as mentioned in Annexure I. However, the same shall be subject to change as per the requirement of MRU.

## ARTICLE II

### Basic Agreement:

- 1.1 Service Provider shall provide the Services as described in Annexure and also other services that come within the ambit of Security at the "said site" as mentioned in Annexure for the consideration as mentioned in Annexure I and on the terms and conditions hereinafter contained.
- 1.2 MRU shall make payment towards "Total Compensation/Charges" as mentioned in Annexure I to the Service Provider to provide the Security Services at the "Said Site" in accordance with the terms of this Agreement.
- 1.3 Service Provider shall provide all Security Services at the Said Site as described in Annexure and also other services that come within the ambit of Security as required by MRU.
- 1.4 Service Provider shall appoint a total number of employees including One supervisor as Staff / manpower to render the services as required and provided in Annexure I at the said site, the details of the staff deployed by the Service Provider are mentioned in Annexure I. however it is explicitly made clear that the Service Provider on written intimation by " " MRU shall increase or decrease the staff employed by the Service Provider to provide the services under the Agreement to " " MRU as per the requirement of " " MRU within a week of receipt of such intimation by service provider and this shall be accordingly raised.
- 1.5 That during the vacations of MRU, the manpower deployment shall he reduced as per the requirement of MRU and Invoice shall he raised accordingly.



For Swift Securities Pvt. Ltd.

  
Signatory

### ARTICLE III

#### TERM

- i) This Agreement shall commence from 1<sup>st</sup> July- 2021 and shall remain valid for a period of One Year. To clarify, this Agreement shall expire on 30 June 2022("Term").
- ii) Term of this agreement may be extended by the mutual consent of both parties.

### ARTICLE IV

#### TOTAL COMPENSATION / CHARGES

- i. In consideration of Services provided by the Service Provider, MRU shall pay to Service Provider, Total compensation/charges and all costs as detailed in Annexure I of this Agreement. The payment of total compensation/charges shall be exclusive of Service Tax. The Service Provider shall raise a bill / invoice for the services rendered by it as per Annexure I at the end of the month. That it is specifically made clear that no additional payment other than the amount mentioned in Annexure I shall be made to the Service Provider on any account whatsoever.
- ii. The Service Provider shall ensure that the total number of persons employed by him as staff should be present every day. However in the event of any decrease in the number of staff or deployment of staff/employee or material the service Provider shall make proportionate deduction in the Total compensation/charges to be raised by bill.
- iii. That Service Provider shall be responsible for any payment of all taxes, levies, duties, assessments and deductions of every nature required by law in connection with the provision of Services under this Agreement.
- iv. Notwithstanding anything herein to the contrary, this Article shall survive the termination of this Agreement, including, without limitation, survival beyond the period of limitation for extensions in regard to taxes.
- v. MRU shall stipulate the work timings and changes thereto from time to time shall be notified in writing to the Service Provider who will immediately intimate the staff to comply with such changed timings. No overtime salary shall be provided to the staff for such change in MRU timings. Annexure I to the Contract containing the list of staff deployed at the Institution must be amended to mention only **limited staff** required.

### ARTICLE - V

#### RESPONSIBILITIES, OBLIGATIONS AND COVENANTS OF SERVICE PROVIDER

- i) Service Provider agrees that it shall provide the Staff as detailed in Annexure I annexed hereto for the Security services to MRU and shall provide the Security



For Swift Securities Pvt. Ltd.

Authorized Signatory

services as per the latest standards of facility management industry to MRU & shall abide by the scope of work as mentioned in Annexure. The parties hereto agree that the service Provider on written intimation by MRU shall increase or decrease the staff employed by the Service Provider to provide the services under the Agreement to MRU as per the requirement of MRU.

ii) Service Provider shall have the following obligations:

- a. To decide the mode and manner of work to be done by Staff/Manpower for effective provisioning of the Services at the said site.
- b. To decide the working conditions of the Staff / manpower and decide about their payments and other service conditions and payment thereof.
- c. To ensure payment of all statutory entitlements and does with respect to the staff /manpower deployed as per applicable laws.
- d. To decide and take disciplinary action against such Staff / Manpower as deemed necessary if any staff/Manpower is found to have committed any acts of misconduct or theft. To comply with all statutory requirements as may be required for rendering the Services.
- e. To comply with all applicable laws, rules and regulations and to maintain all necessary registers and records with respect to the Services and the manpower.
- f. To provide all incidental Services required fulfilling its obligations effectively under this Agreement and such other incidental Services as may be reasonably required by MRU from time to time.
- g. To terminate *any* staff workmen if MRU so desire in the event of irregularities and misbehaviour are found in his duties/conduct. MRU shall give notice to the Service Provider specifying, the reasons for such termination.
- h. Any liabilities/penalty arising out of non-compliance of statutory requirements from time to time or any other disputes will be dealt with and borne by the Service Provider.
- i. The Service Provider shall not assign or sublet the work covered by this agreement to any party thereof.
- j. The employees of Service Provider/staff members shall be liable for search at "entrance" and "exit" of the premises. The Service Providers shall issue identity cards bearing photographs of his employees duly approved by the officer-in charge for gate/security and the same shall be worn by the employees'. However, MRU reserves the right to grant or refuse permission to any staff member of the service provider without assigning any reason.
- k. The Service Provider shall abide by the decisions awards by the courts/Labour tribunal / wage Board or commissions from time to lime and maintain such relevant records and registers as are required to be maintained under these legislations/awards/decisions and produce the same before the officers of MRU and the statutory authorities as and when required.



For Swift Securas Pvt. Ltd.

Authorized Signatory

- l. The Service Provider shall provide summer and winter uniforms, shoe, etc. to his Stall engaged for the above services and all of them will wear the same in clean condition while on duty.
- m. **The service provider shall ensure that all his employees deployed at MRU will take all precautionary measures** while entering MRU premises and during their working hours including wearing masks, maintaining distance, washing hands regularly , using Arogya Setu App etc. and such other precautions as intimated from time to time to control further spread of Covid-19 and other diseases/pandemic. Service Provider shall further ensure that all his employees are vaccinated with Covid sheild or such other vaccination prescribed by Government of India.
- n. **The service provider shall ensure Periodic checks at the Premises and quality control measures** including training and certification of personnel deployed. Service Provider shall nominate **Supervisor** among the staff and provide necessary training for increasing efficiency.
- o. The Service Provider and all his employees shall at all times during the continuance of this agreement, obey and observe all the directions and instructions which may be given by MRU concerning any aspect of Security services.
- p. That in case the Service Provider does not render any of the services as contemplated in Annexure. MRU shall be entitled to deduct such amount as mutually agreed from the amount payable to the Service Provider.
- q. The service provider shall instruct his employees to take preventive measures with regard to Fire Safety of building premises, infrastructure, staff and students including conducting Mock fire drills periodically (Every three months as mandated by Fore Department) to train staff and students in Hostel and Institution about fire safety and evacuation.
- r. The service provider may especially instruct the staff for ensuring safety of staff and students in case of any emergency or natural calamity.
- s. The service provider shall ensure that all reasonable preventive measures are undertaken by the security staff deployed at the premises are undertaken and checked on regular daily basis and sometimes even several times a day in order to avoid incidents of theft, trespass, security breach , ragging, Eve teasing, hooliganism, brawls and other such incidents.

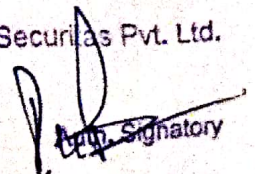
## ARTICLE VI

### NO THIRD PARTY OBLIGATION

- i. It is hereby expressly agreed and clarified that the relationship between MRU & Service Provider is on 'principal--to-principal' basis and neither party is, nor shall be deemed to be an agent / partner of the other. Nothing in this Agreement shall be construed to render Service Provider a partner or agent of MRU.
- ii. This Agreement creates no partnership or joint venture relationship between the parties.



For Swift Security Pvt. Ltd.

  
Signatory

- iii. It is hereby expressly agreed and clarified that MRU shall be in no way be responsible and shall incur no liability of any sort whatsoever by virtue of any dispute between the Service Provider and its staff or between the staff of Service Provider intersee and / or between the staff of the Service Provider and any third party.
- iv. MRU shall have no liability whatsoever for any loss or injury to any individual/employee assigned to perform the Services under this Agreement or otherwise, including all the members of staff appointed by the Service Provider while on MRU premises or anywhere else.

## ARTICLE – VII

### REPRESENTATIONS AND WARRANTIES OF SERVICE PROVIDER

Service Provider hereby represents and warrants to MRU that:

- a. It is capable, under the laws and regulations to provide the Services to MRU.
- b. It has all the requisite consents, licenses and permissions to provide Services including permissions / license as may be required under Contract Labour (Regulation and Abolition) Act 1970 it shall keep all such consents, licenses and permissions renewed and valid at all times during the continuance of the Agreement, and
- c. It has necessary infrastructure equipped with amenities and facilities (including well trained staff /employees) as may be required for carrying Out its obligation under this Agreement; and
- d. It has knowledge expertise, resources and capability to provide the Services, and
- e. It shall at all times possess and maintain in good and sound working order *with* all safety measures all necessary equipment and tools of trade at his own expense to efficiently render the Services offered.
- f. The Service Provider shall engage his employees after verifying their antecedents and subject to submitting their medical fitness certificate. The service provider shall also ensure that the employees employed by him do not have any Criminal background and shall also get their police verification done.
- g. The Service Provider shall ensure that all the members of staff employed by the Service Provider for rendering services to MRU shall be neatly dressed up in their uniform as had been agreed by the parties hereto.
- h. The Service Provider shall issue Identity Cards to all its staff members and shall further ensure that they shall wear their Identity cards while on duty.
- i. The Service Provider shall also ensure the authentication and police verification of the staff employed by him for rendering services at MRU.
- j. The Service Provider shall ensure that the Staff employed by it shall observe and maintain the general code of conduct.
- k. The Service Provider shall provide MRU with the latest Income Tax clearance certificate permanent account number. The Service provider shall abide by all security regulations promulgated from time to time by MRU.



For Swift Securitas Pvt. Ltd.

*[Signature]*  
Authorized Signatory

## ARTICLE — VIII

### INDEMNIFICATION

The Service Provider shall indemnify and always keep MRU indemnified and harmless, from and against any and all claims, actions, proceedings, enquiries, demands, damages, assertions of liability whether civil, criminal, or theft due to security lapse of any nature whatsoever (including any cost, expenses, loss, damages or consequences thereof), arising out of or pertaining to any breach of any provisions of this Agreement, non-compliance with any law/rules/regulations, including but not limited to any claim/action from third party pursuant to any act or omission in the course of discharge of its obligations under this Agreement.

The Service Provider shall take responsibility for proven liabilities, and in case of theft/pilferage, a case will be got registered by Client, and all the assistance will be rendered by the Service Provider. The payment, if any, for proven liabilities, shall be paid on receipt from Insurance Company, for which, the Service Provider has a Liability Policy worth Rs.1 crore (Rs. One Crore Only).

## ARTICLE IX

### OBLIGATIONS OF MRU

To facilitate Service Provider to provide Services at the said site, MRU shall provide:

- a. Access to the said site for the staff employed by the Service Provider.
- b. Change room and rest room for limited time / duration for the Manpower and storage space for the equipment and consumable at the Said site.
- c. Provide seating space to staff of Service Provider.
- d. Copy of instructions from time to time related to the Services as may be deemed necessary by MRU.
- e. Provide reasonable support to Service Provider to effectuate the agreed services by the Service Provider.
- f. **Make payment to Service Provider after 60 (sixty) days from the date of raising of the invoice/bills only if all formalities as agreed between MRU and the Service Provider are cleared by Service Provider.**

## ARTICLE – X

### MISCELLANEOUS

- i. No amendment, change, addition to this agreement shall be effective or binding upon any of the parties hereto unless the same is reduced in writing with specific reference to this Agreement.
- ii. In the event that any provision of this Agreement is held to be invalid or unenforceable the remaining provisions of this Agreement will remain in full force and effect.



For Swift Security Pvt. Ltd.  
  
Auth. Signatory



- iii. Any failure or delay of any party to this Agreement to enforce at any time of the provisions of this Agreement or to exercise any option which is herein provided, or to require at any time performance of any of the provisions hereof, shall in no way be construed to be waiver of such provisions of this Agreement.
- iv. Nothing contained in this agreement is intended to be nor shall be constructed to be a grant demise or assignment in the law of premises or any art thereof by MRU to the Service Provider or his employees shall vacate the same and hand over all the Institute's furniture, goods, materials etc in good condition on the termination of the agreement period either by efflux of time or otherwise.

## ARTICLE – XI

### MODE OF PAYMENT

1. Service Provider shall submit its bills /invoice on a monthly basis to MRU. All bills shall be submitted after the end of the immediately preceding month for services rendered during the month. MRU shall settle clear the bills/invoice within 60 days of the receipt of such invoice. Service Provider shall give the bill with all the statutory and legal requirements.

Fee as detailed in Annexure I shall be paid by cheque in the name of Service Provider i.e. M/S SWIFT SECURITAS PVT. LTD.

## ARTICLE – XII

### A. TERMINATION

- 1) MRU shall be entitled to terminate this Agreement if Service Provider commits any material breach of this Agreement and /or fails to provide services as agreed upon in this agreement to the satisfaction of MRU, and further fails to cure improve the same within 15 days of receipt of notice from MRU specifying such terms in sufficient details.
- 2) Notwithstanding anything mentioned above MRU may terminate this contract at any time after giving 30 days written notice to the Service Provider.

### B. CONSEQUENCES OF TERMINATION

Upon termination or earlier termination of this Agreement

- 1) Both parties shall be relieved of their respective rights and obligations under this agreement save such obligations and /or liabilities of the parties that may survive the termination of this agreement.
- 2) Service Provider shall ensure that the Manpower/Staff is immediately and with removed from the Said Site at its costs and risk and shall handover or



For Swift Securitas Pvt. Ltd.  
  
Auth. Signatory

cause to be handed over all the materials and any other property belonging to MRU (including equipments, gadgets, furniture & fixtures) that may be in the possession of the service provider or any of its employees, agents or individuals assigned by the Service Provider to perform the services under this Agreement.

- 3) MRU shall be liable to make payments to Service Provider for the Services provided till the date of services provided by the Service Provider.
- 4) Each party shall remain responsible for its obligations with respect to actions and events prior to the termination of this Agreement.
- 5) On termination of the contract by MRU for any reason whatsoever, MRU shall be entitled to engage the services of any other person, agency or service Provider to meet its requirement without prejudice to his rights including claim for damages against the service Provider.

### ARTICLE XIII

#### GENERAL

- i. This agreement together with Annexure shall constitute the entire understanding, of the Parties concerning the subject matter hereof and shall supersede any and all prior oral or written representations, understanding, or agreements relating thereto.
- ii. if any provision of this Agreement is declared or found to be illegal, unenforceable or void, the parties shall negotiate in good faith to agree upon a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision. If the remainder of this Agreement is not materially affected by such declaration or finding and is capable of substantial performance, then the remainder shall be enforced to the extent permitted under the law.

### ARTICLE XIV

#### Dispute Resolution Jurisdiction


- 1) Any dispute, controversy Or difference which may arise between the parties out of or in relation to or in connection with this Agreement, shall first be resolved by amicable negotiations within 15 days of the commencement of dispute (i.e. on any of the parties Informing the other about such dispute, Controversy or differences) failing which the dispute shall be subjected to the decision of Courts.
- 2) The Courts at Faridabad shall have sole jurisdiction with regard to any dispute pertaining to aforesaid matter subject to the provisions of Arbitration and Conciliation Act 1996.

### ARTICLE XV

#### FORCE MAJEURE



For Swift Securas Pvt. Ltd.

  
Auth. Signatory

In the event of any Act of God, war, civil disturbance, earthquake, pandemic/epidemic, fire or other reasons beyond the reasonable control of parties, neither party hereto shall be responsible for delays or failures in performance resulting from such conditions. If the force majeure condition persist beyond 15 (fifteen) days the parties may terminate this Agreement .

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed.

SIGNED AND DELIVERED BY

For M/S SWIFT SECURITAS PVT. LTD.

For M/S MRU

1) Authorized Signatory

For Swift Securitas Pvt. Ltd.  


Name: R.K. Pathak Auth. Signatory

Designation: G.M. (contracts & Legal)

1) Authorized Signatory



Name: Dr. Kameshwar Singh

Designation: Registrar  
Manav Rachna University  
43, Aravali Hills, Suraj Kund Road,  
Faridabad-121001

2) ~~Authorized Signatory~~

Witness

2) ~~Authorized Signatory~~

Witness

Name:

Designation:

Name:

Designation:

**M/S Swift Securitas  
PROPOSED REVISED RATES**

Description	Guard	Driver Guards	Gunman	Supervisor /Fireman	Security Officer
<b>Strength</b>	<b>As per requirement.</b>				
Minimum Wages for 08 HRs	10189	10189	11795	12385	15000
Minimum Wages for 04 HRs	5095	5095	5898	6193	7500
Skill Allowance		1800	1500		3500
Gross Total	15284	17084	19193	18578	26000
EPF @ 13% of (A)	1325	1325	1533	1610	1950
Leave @ 8.33%	849	849	983	1032	1250
LWF	50	50	50	50	50
Sub-Total	17507	19307	21758	21269	29250
Relieving Charges(4 / 5 Days)	2547	2847	3199	3096	4333
Total	20054	22154	24957	24365	33583
ESIC @ 3.25%	609	677	761	740	1028
Uniform	0	0	0	0	0
Total	20663	22831	25718	25105	34611
Service Charges @ 7%	1446	1598	1800	1757	2423
Rates 12 hrs duty, 30/31 Days (CTC)	22109	24429	27519	26862	37034

*[Signature]*  
Manager-FM

*[Signature]*  
GM-Admin

*[Signature]*  
CVO

*[Signature]*  
Registered MBIRS

*[Signature]*  
VP-PPC

For Swift Securitas Pvt. Ltd.  
*[Signature]*  
Authorized Signatory

R.G. / 8777  
27/08/21

VPS/955  
27/08/21



हरियाणा HARYANA

SERVICE LEVEL AGREEMENT

W 677621

(FOR PROVISION OF HOUSE KEEPING SERVICES)

This AGREEMENT is made and executed at Manav Rachna University Aravali Hills, Delhi-Surajkundroad, Sector-43 Faridabad-HR-121003, on this day of 28<sup>th</sup> April, 2023.

BETWEEN

Manav Rachna University Faridabad, which is a State Private University established vide Haryana Act 26 of 2014 hereinafter referred to as "MANAV RACHNA UNIVERSITY" being represented through its Authorized Representative Dr.K.Singh- Registrar which term shall, unless repugnant to the context and meaning thereof, shall mean and include its executors, successors and assigns of the One part;

AND

M/S Neha Aviation Management Pvt. Ltd. a company incorporated under the Companies Act, 1956 having its registered office at RZA-83, Road No-04, Street No-06, Mahipalpur Extn, New Delhi-110037 hereinafter referred to as "Service Provider" being represented through its Authorised Representative Mr. Narendra Prasad Poddar - Managing Director, which expression, unless repugnant to the context, shall mean and include its affiliates, subsidiaries, authorised representatives, executors, successors, legal heirs and assigns of the Other Part.

1



For NEHA AVIATION MANAGEMENT PVT LTD.

NARENDRA PRASAD PODDAR  
(DIRECTOR)

The parties collectively are referred to as the parties and individually as per the reference given to them, as above.

**WHEREAS**

The University running under the name and style of 'Manav Rachna University (Faridabad), which is working under aegis of "Utthan Education Trust", registered under the Indian Trust/Society Act.

WHEREAS the Service Provider has represented to "MANAV RACHNA UNIVERSITY" that it is one of the leading and professionally managed House Keeping and Maintenance Entity. The Service Provider has further represented that its major operations area include Business Corporate Offices, Industrial & Institutional Buildings (including University & College Buildings), Banks, Guest Houses, Residential Units, Hotels, and Resorts etc.

AND WHEREAS the Service Provider has further represented that it is managed by Experts and Professionals, with long experience in the field of House Keeping, General Administration and Man Management System and that its workforce includes Trained Managers, Supervisors, Skilled/well trained Housekeepers, Peons, Maids, Carpenters, Helpers, Electricians and Plumbers etc.

AND WHEREAS the Service Provider having requisite expertise in providing housekeeping solutions & other services related thereto, thus, approached "MANAV RACHNA UNIVERSITY" to provide such services at **in its campus located at Sector -43, Faridabad.**

**NOW THEREFORE**, on such specific representations extended by the Service Provider, "MANAV RACHNA UNIVERSITY" has agreed to avail such housekeeping solutions & other services related thereto, for one of its University, on the following terms and conditions:

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-**

1. This Agreement shall be for a period of 11 months, commencing from **1<sup>st</sup> April-2023**, and shall automatically cease on **28<sup>th</sup> February-2024**, unless otherwise determined earlier in terms of the present Agreement.
2. The SERVICE PROVIDER shall provide experienced and efficient personnel viz. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral/ desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skillset based on the approval from MANAV RACHNA UNIVERSITY, on all Six days of the Week, at its campus located at Sactor-43 Faridabad, from 1<sup>st</sup> April-2023, every day, throughout the contract period. The services will be provided as per the Duty Roster approved by the UNIVERSITY.

The manpower shall be provided weekly off, as per the **Duty Roster** approved by. In case of any other requirement/profile by, the rates will be as per the profile & experience.

2 |



For NEHA AVIATION MANAGEMENT PVT LTD

*[Signature]*  
NARENDRA PRASAD PODDAR  
(DIRECTOR)

However, any such deployment of additional personnel shall be with prior approval/sanction of "MANAV RACHNA UNIVERSITY" (including the rates etc. Regarding the services, "MANAV RACHNA UNIVERSITY" shall communicate with the designated Official of the SERVICE PROVIDER for continuous & uninterrupted services, the SERVICE PROVIDER shall provide suitable & well trained Permanent Reliever. No extra charges towards such Reliever, shall be payable by.

As capital is fitted/provided with high-end and expensive electronic gadgets, equipments, fittings, fixtures, furniture etc., due care and utmost precaution shall be taken by the Housekeeping personnel while handling and/or cleaning the same. The Housekeeping Supervisor shall be provided with adequate training, by MANAV RACHNA UNIVERSITY, for handling of such gadgets, equipment's etc. Further, the handling and/or cleaning of such gadgets, equipment's etc., shall be in the presence of Supervisor and/or the Representative of MANAV RACHNA UNIVERSITY.

3. **Machines/equipment:** The SERVICE PROVIDER shall provide onenew **Floor Machine and Vacuum Cleaner** during the contract period. The SERVICE PROVIDER shall ensure that the said machines/equipment's provided by it at site/University, are in perfect working/operational condition, at all times. **The SERVICE PROVIDER shall provide services for Floor Machine & Vacuum Machine and the sanitization of building and premises.**
4. The SERVICE PROVIDER shall provide such number of well-trained Housekeeping& other personnel for maintenance of "MANAV RACHNA UNIVERSITY"forduty, as may be instructed by, from time to time. If the personnel provided by the SERVICE PROVIDER are not found suitable by , the SERVICE PROVIDER shall forthwith replace the person/s, without seeking reasons for such replacement, with well trained staff. The SERVICE PROVIDER shall provide/impart necessary training to all the staff, provided by it, periodically/from time to time, to enhance their skill and knowledge. The SERVICE PROVIDER shall further ensure monthly visit by its Senior Officials, to inspect/check the services being rendered by it.

The SERVICE PROVIDER has intimated that in order to maintain service quality and minimize operational problems, as a policy, it rotates the staff/resources hired by it, once after every six months. The SERVICE PROVIDER has however represented that such rotations are adjusted/done in a manner that there is no decline in the standard of work/services provided by it.

The Parties hereto agree that in case of any such rotation of the staff provided at University, the SERVICE PROVIDER shall take prior approval of. Further, the SERVICE



PROVIDER shall provide only well trained staff, in substitution of the rotated staff and with the approval/consent of the UNIVERSITY.

5. All Housekeeping Staff and other personnel provided by the SERVICE PROVIDER should be well mannered and neatly dressed, in the approved uniform, as mutually agreed between the parties hereto.

The staff/manpower provided by the SERVICE PROVIDER at site/university I, shall make themselves accessible for the security checks/measures.

6. In consideration of the aforesaid arrangement/services provided by the SERVICE PROVIDER, including in respect of the personnel provided by the SERVICE PROVIDER, as detailed above, "MANAV RACHNA UNIVERSITY" shall pay a lump-sum amount as being mentioned in **Annexure-1** per month, to the SERVICE PROVIDER. This amount is inclusive of all applicable Taxes. The SERVICE PROVIDER will submit the Invoice, to, on the last working day of the month, through e-mail (at the designated e-mail address), followed by delivery, by hand. The above amount, shall be payable on or before the 15<sup>th</sup> of every quarter, and shall be paid by way of a Cheque, in the name/favour of SERVICE PROVIDER. TDS, as applicable, shall be deductible from the afore-referred amount. The Invoice/s shall be forwarded, along with the recommendation of concerned Officer of. The Invoice shall be submitted to, Administrator and/or any other designated official. Further, the SERVICE PROVIDER shall, along with the Invoice, furnish a copy of the following documents, to the Company for onward process:

- (a) ESI & PF Challan in respect of previous month;
- (b) Wage Sheet;
- (c) Undertaking in the prescribed format, as per **Annexure-3** (to be provided, simultaneous to the execution of the present Agreement);
- (d) PF & ESI Number of personnel provided, along with copy of ESI Smart Card.

The rates are inclusive of all services, regulatory and statutory charges, if applicable, for the same in present or in future, except for any change in the Minimum Wages, by the competent authority, during the contractual period.

The rates are based on the break up cost, as enumerated in **Annexure-1**. In case of increase or change in scope of work, the rates will be revised, by mutual consent. However, in case of any increase and/or revision in the Minimum Wages by the competent authority, the same shall be borne by "MANAV RACHNA UNIVERSITY" from the date of such notification or as notified vide the notification. In case of any such revision in the Minimum Wages, the SERVICE PROVIDER shall accordingly raise the revised Invoice, in respect of the services.



For NEHA AVIATION MANAGEMENT PVT LTD

  
NARENDRA PRASAD PODDAR  
(DIRECTOR)



The SERVICE PROVIDER shall be entitled for reimbursement of any expenditure incurred by it, which is outside the scope of this Agreement. However, any such expenditure by the SERVICE PROVIDER shall be with prior consent/approval of .

The Parties hereto agree that the above strength is as per the present requirement of "MANAV RACHNA UNIVERSITY" and the number may increase or decrease, depending upon the need and requirement of . During the contractual period, "MANAV RACHNA UNIVERSITY" shall have the absolute right to alter/modify the strength, as per its need and requirement after providing 24 hours' notice to the service provided.

It is further agreed between the Parties that the above amount, is against the total strength of personnel provided/to be provided by the SERVICE PROVIDER, to .However, "MANAV RACHNA UNIVERSITY" shall be liable to make the payment, against the actual deployment of personnel by the SERVICE PROVIDER.

7. The SERVICE PROVIDER shall bear all expenses connected with the arrangement, including the day to day needs/requirements of such Housekeeping Staff, their salary, wages, bonus, ESI and PF contribution of both employer and employee, Workman's compensation and or any other benefits, including terminal benefits statutory or otherwise arising out of their deployment. Any consequences, whether statutory or otherwise, arising out of such violations/default either immediately or at a future date will be the sole responsibility of the SERVICE PROVIDER and "MANAV RACHNA UNIVERSITY" and/or its Management, Officer will not be responsible under any circumstances, whatsoever.
8. The SERVICE PROVIDER shall register themselves under the Contract Labour Regulation Act, Shops and Establishment Act, Workman's Compensation Act, ESI and other Acts, as applicable and necessary records/registers shall be maintained for this purpose.
9. The SERVICE PROVIDER shall fulfil all necessary conditions of EPF and ESI, for which the SERVICE PROVIDER is registered as follows:
  - (a) EPF Code No. :
  - (b) ESI Code No. :
10. The SERVICE PROVIDER shall submit all statutory returns and contributions, as per law at their own and a certificate of compliance, signed by a duly authorized signatory of the SERVICE PROVIDER, shall be submitted to "MANAV RACHNA UNIVERSITY" every month,



For NEHA AVIATION MANAGEMENT PVT LTD

  
NARENDRA PRASAD PODDAR  
(DIRECTOR)

without fail, and if the said proof are not submitted for a continuous period of two months, then and in such an event, "MANAV RACHNA UNIVERSITY" shall issue a notice to the SERVICE PROVIDER, to furnish the requisite documents, within a period of 15 days from the date of such notice. In case the SERVICE PROVIDER fails to comply with the said notice, "MANAV RACHNA UNIVERSITY" shall have a right to terminate this contract, with further 15 days' notice period.

11. All the consequences of any statutory violation arising out of any default on the part of the SERVICE PROVIDER, immediately or at any future date, will be the sole and exclusive responsibility of the SERVICE PROVIDER.
12. The Housekeeping Staff & Other Personnel arranged/provided by the SERVICE PROVIDER in the referred premise/University I, managed by, shall sign their attendance in separate register maintained by the SERVICE PROVIDER.
13. The Housekeeping Staff & Other Personnel provided by the SERVICE PROVIDER, are not in the employment of "MANAV RACHNA UNIVERSITY" and "MANAV RACHNA UNIVERSITY" shall in no way be held responsible for payment to any such Housekeeping Staff & Other Personnel employed by the SERVICE PROVIDER, either in part or in full for the settlement of their due on any account.
14. The Housekeeping Staff & Other Personnel employed by the SERVICE PROVIDER shall have no claim of any kind whatsoever against, University and/or its Management, Officer. No liability shall devolve on , University and/or on its Management, Officer, for any claim, compensation or injury etc. arising during the services arrangement, under any circumstances and should there be any such liability, the SERVICE PROVIDER hereby indemnifies and agrees to keep indemnified , University and its Management, Officer against such liability, at all times.
15. The SERVICE PROVIDER shall supply uniforms, shoes, Identity Card, Cap etc. to their Housekeeping and other staff, at their own cost and expense. The SERVICE PROVIDER shall ensure that such supplies are affected periodically, so that their personnel are equipped adequately while on duty.



▪ **Equipment / Clothing**

- i) Service Provider shall provide all its personnel with a minimum of two sets of uniforms for each season-summer and winter, per year.
- ii) Service Provider shall ensure that such uniforms are maintained and worn at all times in a clean, smart and efficient manner.
- iii) The Service Provider is responsible for providing House Keeping and other maintenance Staff with the following minimum equipment.
  - (a) Uniforms – 02 pair for each season, summer and winter.
  - (b) Sweater /Jacket for winter.
  - (c) Black Coloured Shoes- Once in a year.

▪ **Amerce Clause**

For non-compliance of policies/ procedures/ instructions/ terms & conditions, "MANAV RACHNA UNIVERSITY" may impose penalties as given bellow:

S.No.	Description	Penalty
I	Staff remains absent from duty	Upto 03 (Three) day salary or equivalent.
III	Prescribed equipments not provided/ not functional	Upto 02(Two) day salary equivalent
IV	Staff/Personnel deployed/ removed from duty without prior interview/notice as specified.	Upto 03 (Three) days salary equivalent
V	Service Provider fails to provide proof of police verification applied/ police verification report/ antecedent checks report carried out by a private agency of House Keeping Staff deployed at "MANAV RACHNA UNIVERSITY" .	The Service Provider shall ensure to submit the Antecedent verification certificate, duly verified by the police, in advance, of deployment.
VI	In continuation of performing duties at "MANAV RACHNA UNIVERSITY" site, staff performed duties at other than University premise -	Upto 05 (Five) days salary equivalent



VII	Misconduct	Upto 07 (Seven) day's salary equivalent or action decided after receiving the investigation team report.
VIII	Salary not paid by 10 <sup>th</sup> day of the month	01 (One) day salary shall be deducted per day per person. This shall be applicable in case there is no default in payment by "MANAV RACHNA UNIVERSITY" infavour of the Service Provider, for the previous quarter.
IX	Any material breach or contractual violations	A penalty of an amount equivalent upto 10 (Ten) days salary or equivalent. Any such material breach / contractual violations of a serious nature/ Gross misconduct / negligence the penalty shall be decided by PGGs on the basis of investigation report. The decision on the finality of the Investigation report shall be within the discretion of PGGs and shall be final and binding without any demur or protest by the service provider.
X	False reporting by House Keeping Staff/Other Staff/Personnel/Supervisors/Managers.	Up to 05 (Five) days salary equivalent shall be deducted.
XI	Any losses/consequential losses/damages due to negligence, carelessness and/or criminal acts, deeds etc. of Service Provider's personnel, will be made good by the Service Provider.	The Service Provider shall be liable to compensate for any such loss, damage etc., in full and to the satisfaction of MANAV RACHNA UNIVERSITY.

16. The SERVICE PROVIDER shall ensure that none of their Housekeeping Staff and other personnel, provided by it at site/university I, identify themselves as employees of "MANAV RACHNA UNIVERSITY" and/or University and get involved in any trade union activities or any other activity prejudicial to the interest of "MANAV RACHNA UNIVERSITY".
17. It shall be the responsibility of the SERVICE PROVIDER to arrange for periodic surprise checks by their officers/supervisors, to ensure sustained efficiency and quality of services being offered/ provided. If they notice any complaints or deficiency, prompt/immediate remedial action shall be taken by them as required.



For NEHA AVIATION MANAGEMENT PVT. LTD.

*(Signature)*  
NARENDRA PRASAD PODDAR  
(DIRECTOR)

18. The Housekeeping Staff and other personnel of the SERVICE PROVIDER shall maintain absolute secrecy about the working, secrets, confidential information etc. that they may gain knowledge during their work and even thereafter.
19. The Housekeeping Staff and other personnel of the SERVICE PROVIDER shall strictly restrain from consuming tobacco products/any intoxicants inside THE university premises. If found guilty, disciplinary action shall be taken against the person which including but not limited to termination of services with a penalty of Rs.10, 000/= from the SERVICE PROVIDER.

The Parties agree that in the event of any loss or damage to "MANAV RACHNA UNIVERSITY" or its personnel or any occupant or any property/asset/equipment etc. at the site/premise, on account of the negligence or improper handling/negligent services or connivance of the personnel provided by the SERVICE PROVIDER, the SERVICE PROVIDER shall be held solely liable and will indemnify , and/or University and its Management, Officer, at all times, against such loss or damage. However, any such loss/damage shall be mutually decided by the Parties. Further, "MANAV RACHNA UNIVERSITY" shall provide relevant evidence viz. CCTV footage (if available) and other supporting evidence, to the SERVICE PROVIDER, against such loss/damage.

The SERVICE PROVIDER shall get such damaged property/asset, rectified/replenished/replaced immediately with the same model/make, to the satisfaction of "MANAV RACHNA UNIVERSITY" and/or University. In case the SERVICE PROVIDER fails to do so within the stipulated/given time, "MANAV RACHNA UNIVERSITY" and/or University shall be entitled to deduct the amount against the same, against the amount/bill payable to SERVICE PROVIDER. "MANAV RACHNA UNIVERSITY" shall provide all assistance to the SERVICE PROVIDER in this regard.

"MANAV RACHNA UNIVERSITY" shall forward all complaints against the staff of the SERVICE PROVIDER with regard to any breakage/damage to the building and/or theft of any property/asset/ equipment at site/University I, in writing and SERVICE PROVIDER shall take action to redress such complaints. In case any loss or damage is attributable to negligent action(s)/act(s) of the staff/personnel of the SERVICE PROVIDER at the property/site/university I, the SERVICE PROVIDER will be liable for immediate replacement of such staff and to pay/compensate for the loss or damage.

- b). The staff of SERVICE PROVIDER shall perform their duties at the property/site/University I, with due diligence and take all precautions/measures to avoid any loss or damage to the property/person at the property. The SERVICE PROVIDER will be liable for



NEHA AVIATION MANAGEMENT PVT. LTD.  
NARENDRA PRASAD PODDAR  
(DIRECTOR)

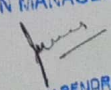
compensation towards the loss/damage, subject to receipt of such complaint and/or claim in writing from. Such complaint shall be valid only in case such acts/omission, are done by the personnel provided by the SERVICE PROVIDER, during the working hours at the work site.

- c). "MANAV RACHNA UNIVERSITY" shall be liable to pay for the services stipulated in the Agreement, at the agreed price rate and time, after deduction(s) as required under law.
- d). "MANAV RACHNA UNIVERSITY" shall pay separately to the SERVICE PROVIDER, for any additional services (after deduction/s as required under law), required by "MANAV RACHNA UNIVERSITY" that are not covered in the Scope of Work defined in this Agreement. However, the charges for any such additional services provided by the SERVICE PROVIDER shall be with prior consent/approval of. **Scope of Work & Detailed Scope of House Keeping Staff/Other Personnel is enclosed herewith as Annexure-2 respectively.**

Water and electricity required for the above services, will be provided by, at its cost, to the SERVICE PROVIDER.

20. Any change and/or modification and/or amendment, in the Agreement, shall only be in writing and signed by the Authorized Signatory of the SERVICE PROVIDER and **MANAV RACHNA UNIVERSITY**.
21. The SERVICE PROVIDER shall, at all times, maintain high quality standards of cleaning and hygiene.
22. The SERVICE PROVIDER shall be responsible to provide Police Verification Certificates to **MANAV RACHNA UNIVERSITY** in respect of the Housekeeping personnel, maids, Peons, Carpenter, Helper, Electrician and Plumber etc. Provided at the referred property, along with their detailed profile. The SERVICE PROVIDER shall further provide the Due Diligence Report, to **MANAV RACHNA UNIVERSITY** in respect of the afore said Housekeeping personnel and other resources.
23. The "Deep Cleaning" work (i.e. Floor scrubbing, Upholstery cleaning etc.), shall be done by the SERVICE PROVIDER, as per the duty roster approved by **MANAV RACHNA UNIVERSITY**, under the close supervision of Supervisor.



For NEHA AVIATION MANAGEMENT PVT. LTD.  
  
NARENDRA PRASAD PODDAR  
DIRECTOR

24. The SERVICE PROVIDER shall maintain various register, records, notice, documents and submit returns as prescribed by various enactments, including the Contract Labour Regulation and Abolition Act and rules made there under as applicable from time to time, in all matters concerning this arrangement.

25. The parties hereto mutually agree as under:

a) The personnel provided by the SERVICE PROVIDER to "MANAV RACHNA UNIVERSITY" at the referred site/University I, shall be entitled to leaves, as per the applicable rules/guidelines. The SERVICE PROVIDER shall share the Leave Chart, with the UNIVERSITY.

b) If any of the personnel provided by the SERVICE PROVIDER to "MANAV RACHNA UNIVERSITY" at the referred site/university I proceeds on leave or absent, the SERVICE PROVIDER shall forthwith provide suitable replacement of the same for the smooth functioning of the services. Further, in case any of personnel provided by the SERVICE PROVIDER to "MANAV RACHNA UNIVERSITY" resigns, new personnel shall be recruited and provided by the SERVICE PROVIDER to, without any delay. For the period when the personnel/s is unavailable at the said property/premise, no charges shall be payable and "MANAV RACHNA UNIVERSITY" shall deduct the proportionate charges from the said monthly lump sum amount.

c) The SERVICE PROVIDER shall ensure that the personnel posted/deputed at the referred site/university I, shall adhere to the discipline and directions of "MANAV RACHNA UNIVERSITY" /University I and their movements and timing shall confine to the areas and timing permitted by "MANAV RACHNA UNIVERSITY" shall be well within its rights to take all necessary steps in order to effect the compliance of its order and directions in this regard.

26. **ESCALATION CLAUSE:**

The rates are based on the break up cost, as enumerated in **Annexure-1**. In case of increase or change in scope of work, the rates will be revised, by mutual consent. However, in case of any increase and/or revision in the Minimum Wages by the competent authority, the same shall be borne by "MANAV RACHNA UNIVERSITY" from the date of such notification or as notified vide the notification. In case of any such revision in the Minimum Wages, the SERVICE PROVIDER shall accordingly raise the revised Invoice, in respect of the services.

27. This Agreement and its Annexure(s) represent the final terms and conditions agreed upon by the Parties. All the previous proposals/written documents relating to this



Agreement will be deemed null & void. This contract including attached Annexure(s), contains all the terms and conditions of the Agreement between the parties.

28. This agreement may be terminated by either party, by giving One month's advance notice, in writing, to the other party. In case of termination of the Contract, the SERVICE PROVIDER shall be duly paid by "MANAV RACHNA UNIVERSITY" within a period of 30 (thirty) days from the last day of deployment, for all its outstanding dues/payments.
29. That the parties to this agreement may extend/renew this agreement for further period, on such terms and conditions, as mutually agreed. "MANAV RACHNA UNIVERSITY" shall have the sole option for further renewal of Agreement.
30. This agreement shall automatically cease if any Government notification or any law of land prohibit for its continuance and in such contingency, notice period stated above shall not be necessary.
31. Without prejudice to the above, in case during the pendency of the present Agreement and/or its subsequent renewal/extension, "MANAV RACHNA UNIVERSITY" finds the arrangements provided by the SERVICE PROVIDER unsatisfactory/below par and/or there is a breach of any of the terms and conditions of the present Agreement by the SERVICE PROVIDER, then in such an event, "MANAV RACHNA UNIVERSITY" shall be entitled to terminate the Agreement, by Seven days written notice to the SERVICE PROVIDER.
32. During the term of this Agreement, the Parties may transfer or exchange information in either, oral or written form, which information may include without limitation, data, financial, personal or other information which may be proprietary to either Party. All proprietary information received by a Party under this Agreement from and pertaining to the Other Party shall be regarded as confidential information and shall not be disclosed to any other person, or entity without the prior written consent of the Other Party, both after termination or expiration of this Agreement as well as during the term of this Agreement.
33. This Agreement shall constitute the entire agreements between the Parties. The Parties further agree that this Agreement is the final, complete and exclusive statement of their agreement and understanding relating to the subject matter hereof.





b) Neither Party to this Agreement has made or relied upon any representations, warranties, promises, covenants, or undertakings other than those expressly set forth or incorporated in this Agreement.

c) No modification to this Agreement shall be effective unless the same is in writing and signed by any authorized representative of each Party.

34. Except as otherwise provided herein, all notices requests, demands or other communications required or permitted to be made under this Agreement, shall be in writing and shall be delivered by domestic air express or courier express or by India Post certified mail return receipt requested, postage prepaid; to the addresses set forth below, or such other address as changed through written notice to the other Party.

If to:

Manav Rachna University  
Aravali Hills, Delhi-Surajkund road,  
Sector-43 Faridabad-HR-121003,)

If to SERVICE PROVIDER:

M/S Neha Aviation Management Pvt. Ltd.

RZA-83, Road No-04, Street No-06,

Mahipalpur Extn, New Delhi-110037


35. That in case of any dispute or difference arising between the parties in relation to or in connection with this AGREEMENT or the Services to be provided by the Service Provider, or the Agreement payable to the Service Provider or any issue connected with or relating to any aspect of this AGREEMENT, or on the basis of any terms and conditions, or any amendments made to this AGREEMENT after the execution of it, shall be attempted to be resolved in the first instance by joint discussion of the authorized representative of the parties to this AGREEMENT. In case the dispute cannot be resolved by joint discussion, the matter shall be referred to and finally resolved by **Faridabad Courts in Haryana**. The courts/tribunals of the Faridabad shall have jurisdiction to entertain any matter between the parties to the all-other courts in India.

36. Force Majeure:

13



For NEHA AVIATION MANAGEMENT PVT. LTD.

  
NARENDRA PRAKASH PODDAR  
(DIRECTOR)

It is agreed between the Parties that event(s) beyond their control and which prevent either one of the Parties from complying with any of its duties and obligations under this Agreement, including but not limited to: acts of God, such as earthquakes, drought, tidal waves, floods, hostilities (whether war declared or not), invasion, act of foreign enemies, armed rebellion, armed revolution, armed insurrection, or military or usurped power, or civil war, riot, commotion, strikes, contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly, pandemics declared by WHO or other recognized Agencies etc. shall be construed as Force Majeure events.

Neither party shall be considered in breach of the Agreement to the extent that performance of their respective obligations is prevented by an invoked event of Force Majeure. Also, non-performance of any contractual obligation due to the occurrence of said events shall not be termed as breach.

37. Each party hereby covenants that during the term of this engagement and for a period of One year following its termination or expiration, either of the party shall not, without the previous written consent of the other party, employ or contract the services of any person who was employed by the other party.
38. The SERVICE PROVIDER shall not be responsible for the pre-existing defects, damages, stains and dirt, issues relating to wear and tear that cannot be cleaned or removed with reasonable endeavor by the SERVICE PROVIDER.
39. "MANAV RACHNA UNIVERSITY" is entitled to utilize the services of other agency/entity(s), at any point of time, at any of its site/university I, on such terms and conditions as it may deem fit & proper.
40. The Parties agree that this Agreement is on 'Principal to Principal' basis and that the persons deployed/provided by the Service Provider, to discharge its obligations under the present Agreement, shall be its employees for all intents and purposes. "MANAV RACHNA UNIVERSITY" shall not be liable in any manner whatsoever, in respect of these personnel. Further, the Service Provider shall ensure that none of its personnel providing such housekeeping and other maintenance services identify themselves as **employees of "MANAV RACHNA UNIVERSITY"** and get involved in any trade union activities or any other activity prejudicial to the interest of "the UNIVERSITY".



Accepted & agreed by the parties.

Manav Rachna University (MANAV RACHNA UNIVERSITY)

(Authorised Signatory)



For M/S Neha Aviation Management Pvt. Ltd.

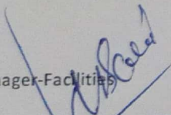


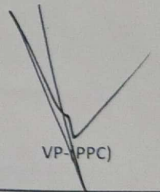
For NEHA AVIATION MANAGEMENT PVT LTD.

NARENDRA PRASAD PODDAR  
(DIRECTOR)


(Authorised Signatory)



ANNEXURE - 1 (4)

M/S Neha Aviation Management Pvt. Ltd. (Site: MRU+ Boy Hostel)																			
House Keeping Staff Cost Sheet April-2023																			
S.No	Name	Title	Basic (A)	HRA	Leave@B.33%	LWF	Total Gross	Employer PF@13%	Employer ESI @3.25%	Uniform Cost	Total CTC	Employee PF@12%	Employee ESI @0.75%	LWF	Net Take Home	Service Charges 8%	CTC	No Of Emp./As per Requirement	Total Amount
1	HK Supervisor	Skilled	12451.00	8000.00	1037	50.00	21488	1619.00	665.00	275.00	23822	(1494.00)	(154.00)	(25.00)	19815	1906.00	26003	1	26003
2	House Keeping Boy/Lady	Unskilled	10245.00	1300.00	853	50.00	12398	1332.00	376.00	275.00	14156	(1229.00)	(87.00)	(25.00)	11057	1133.00	15564	36	560319
3	Peon	Semi Skilled	10756.00	1700.00	896	50.00	13352	1398.00	405.00	275.00	15205	(1291.00)	(94.00)	(25.00)	11942	1217.00	16697	27	450818
4	Caretaker	Dry-cleaning Staff	11294.00	3100.00	941	48.00	15335	1468.00	468.00	276.00	17319	(1355.00)	(108.00)	(24.00)	13848	1386.00	18981	2	37962
5	Asstant Caretaker	Dry-cleaning Staff	10756.00	2000.00	896	46.00	13652	1398.00	415.00	277.00	15511	(1291.00)	(96.00)	(23.00)	12242	1241.00	17029	2	34058
Machine Rent per Month																			12000
Cleaning Material Per Month(As per Requirement)																			35000
Total Billing Amount ( Rs.)																			1156160
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               Manager-Facilities         </div> <div style="text-align: center;">               GM-Projects         </div> <div style="text-align: center;">               Director-Admin         </div> <div style="text-align: center;">               VP-PPC         </div> </div>																			

For NEHA AVIATION MANAGEMENT PVT. LTD.

  
 NARENDRA PRASAD PODDAR  
 (DIRECTOR)

M/S Neha Aviation Management Pvt. Ltd.

OT Brekup

Designation	For Emp. OT Amount			For Billing OT Amount					
	Basic+ HRA	Perday Wages(Rs.)	Per Hours Wages(Rs.)	ESIC 3.25%	Total	MNG Fee	Total (Rs.)	Perday Wages(Rs.)	Per Hours Wages(Rs.)
Supervisor	20450	787	98	665	21115	1689	22804	877	110
Peon	12456	479	60	405	12861	1029	13890	574	67
HK Staff	11545	444	56	375	11920	954	12874	495	62
Caretaker	14394	554	69	468	14862	1189	16051	617	77
Asstant Caretaker	12756	491	61	415	13171	1054	14224	547	68

*(Handwritten signature)*

ESCALATION MATRIX**Daily services of Peon:**

- To carry Files, Letters and other papers etc. as and when required of the DEAN/Director and/or any other University Official, to whom he/she is attached;
- To attend to the office work (including carrying messages/orders etc.) at the office of the DEAN/Director and/or any other University Official, to whom he/she is attached;
- To attend to any other official duty and/or assignment, allocated by the Officer to whom he/she is attached;
- To take attendance register from Office to the DEAN/Director/Staff and back;
- To take files from the Officer to office and vice versa;
- To take Diary, Registers, Log Books etc. to the desired places, as and when required by DEAN/Director and/or any other University Official; and
- To attend to any other duty and/or assignment, allocated by "MANAV RACHNA UNIVERSITY" authorities.

**Daily services of Housekeeping Staff:**

- Removal of waste material, garbage etc. from the Dustbins, as well as from the complete site/university area, including the open area;
- Dusting and cleaning through Vacuum Cleaner of all areas;
- Cleaning of Glass partitions etc. using Glass cleaning chemicals;
- Deep cleaning and scrubbing of Toilets, wash basins, sanitary fittings etc., using detergents, deodorants and disinfectants, at least twice a day;
- Cleaning/mopping of Floor area by detergents, disinfectants etc. in the morning and/or as and when required;
- Restocking of toiletries in toilets after daily check-up, in the morning and afternoon; and
- To attend to any other duty and/or assignment, allocated by "MANAV RACHNA UNIVERSITY" authorities.

**Weekly services of House Keeping Staff:**

- Mechanical Washing and Scrubbing of Floor area with detergents, dust removing chemicals;
- Removal of cobwebs;
- Window sponging and cleaning;
- Cleaning of Garbage bins and buckets with detergents;

- Dusting and cleaning of Partition Glasses and Panes with utmost care and safety; and
- Cleaning of all sanitary wares etc.

**Monthly services of House Keeping Staff:**

- Wax Polishing of the Floor area;
- Dusting/cleaning of Ceiling and Air-conditioning grills; and
- Polishing Door closer, Door handles and other Brass fittings with Brasso.

**Quarterly services of House Keeping Staff:**

- Spot/Shampoo cleaning of upholstered chairs.
- Cleaning of main holes and Sewer line, whenever required.



Major Scope of services/works/deliverables:

- Daily brooming, sweeping & mopping of all areas, including Common area, Electromechanical area, Swimming pool area, Pump room, Lift room etc & Staircases at all floors etc..
- Dusting of railing, painting & all equipments.
- Dusting/cleaning of wall panels/articles in common area and other specified areas.
- Cleaning of door frames and Glasses portions up to approachable height (removal of all visible fingerprints and scuff marks).
- Scrubbing of all skirting to remove stains of floor duster.
- High Pressure cleaning at Terrace and outer area etc.
- Collection/Removal of garbage & disposal of same at nearest dumping area.
- Daily cleaning of Common area, toilets and keeping them dry and washing of all urinals and WCs in a reasonable manner.
- Replenishment of toilet supplies such as Urinal cubes, Naphthalene balls, Odonil etc.
- Cleaning of Swimming pool etc.
- Removal of cobwebs on weekly basis.
- Cleaning of wall cladding and glazed surface etc on weekly basis.
- Cleaning of common area glasses on weekly basis.
- Any other works as deemed necessary.
- Sanitize all points which come into human contacts such as door handles, window handles, water taps and switches etc.
- Sanitizing and disinfecting of all areas of the premises by using Sodium Hypochlorite with proper safety measures such as PPE kits, Gloves, Masks etc.

The Contractor further categorically agree and undertake that all its personnel, shall also adhere to the directions, guidelines etc. issued by "MANAV RACHNA UNIVERSITY" authorities, from time to time.



For NEHA AVIATION MANAGEMENT PVT. LTD.

NARENDRA PRASAD PODDAR  
(DIRECTOR)



UNDERTAKING

**M/S Neha Aviation Management Pvt. Ltd.** a company incorporated under the Companies Act, 1956 having its registered office at RZA-83, Road No-04, Street No-06, Mahipalpur Extn, New Delhi-110037 (through our Authorised Representative/Officer, **Mr. Narendra Prasad Poddar - Managing Director**), do hereby declare and undertake as under:

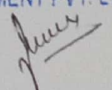
1. We have entered into an Agreement with **Manav Rachna University (MANAV RACHNA UNIVERSITY)** for providing housekeeping solutions & other services related thereto, at its University.
2. We undertake that in the capacity of independent Labour Contractor, for "MANAV RACHNA UNIVERSITY", we have complied with the provisions of all applicable laws. We have paid the wages for the month/relevant period of \_\_\_\_\_, which are not less than the minimum rates as applicable, to all our employees and no other dues are payable to any employee.
3. We further undertake that we have covered all the eligible employees under Employee Provident Funds & Miscellaneous Provisions Act and the Employees State Insurance Act and deposited the contributions for the month/relevant period of \_\_\_\_\_, and as such, no amount towards contributions whatsoever is payable.
4. We hereby categorically undertake that during the contract period, with \_\_\_\_\_, we shall comply with the provisions of all applicable laws, including payment of wages to all our employees, as per the prescribed minimum rates; deposit of contributions towards Employee Provident Funds & Miscellaneous Provisions Act and the Employees State

Insurance Act, to the concerned department/authorities, in respect of all covered & eligible employees, without any delay and/or default etc.

5. We further declare and undertake that in case any liability whatsoever, is devolved and/or to be discharged by , in respect of the personnel/employees provided by us, we will bear and/or reimburse the same to , who shall be authorized to deduct the same, from the dues/charges payable to us.

**M/S Neha Aviation Management Pvt. Ltd.**

For NEHA AVIATION MANAGEMENT PVT. LTD.

  
NARENDRA PRASAD PODDAR  
(DIRECTOR)

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(Authorised Representative)