

Punjab Skill Development Mission

(Room No. 513, 5th floor, Punjab Civil Secretariat-II, Sector-9, Chd.)

General terms & conditions for Housekeeping

- 1) The staff shall be properly uniformed (as per uniform samples to be approved by the PSDM) and carry name tags.
- 2) The manpower supplied by the agency shall be well trained in the jobs assigned to them.
- 3) The plumber, Sewer man, Carpenter and Electrician to be supplied by the agency “ on call basis” shall have all the necessary T & P with him and should be skilled in their jobs. They shall report to Superintendent in charge before commencement of work and after completion of job.
- 4) The Agency shall deploy only such employees for the jobs whose character and antecedents have been verified by the police. The Agency will ensure that the employees in its service are above 18 years of age.
- 5) The Agency shall deploy chowkidars in three shifts between 7.00 AM to 3.00 PM., 3.00 AM to 11.00 PM and 11.00 PM to 7.00 PM. The leave arrangement and weekly rest shall have to be made by the Agency its own level and nothing etc will be paid by the office.
- 6) Working hours: The daily housekeeping works shall be done before 9.00 AM or after 6 PM on all working days in the office area. The periodic works shall be carried out on Saturdays and Sundays and/or during night. No extra payment shall be made by to the Agency for working at odd hours. Activities such as garbage removal, insecticides applications etc. shall be carried out in the evening, after office hours, (i.e. 6.00 PM onwards), on day –to-day basis and spillover of these works to the next day shall not be permitted under any circumstances.
- 7) Sweeping, mopping, dusting, cleaning and all other allied works shall have to be completed before 9.00 AM on all working days for the office areas and in case the work is not completed before 9.00 AM on any working day, then the same shall not be considered for payment for that particular day and pro-rata deduction will be made for that day@ total bid price/365 and will be recovered from the Agency’s bills. One sweeper

shall remain present in office daily from 1.00 PM to 3.00 PM for cleanliness wherever necessary.

- 8) The housekeeper will be fully responsible for maintaining a high standard of ambience and for all matters relating to cleanliness, provision of toiletries, from 1.00 PM for cleanliness wherever necessary.
- 9) Payment will be made on monthly basis and 5% security and 2% TDS will be deducted from the monthly bills. Seventy five percent amount of security will be refunded after the completion of every six months.
- 10) In case the agency fails to provide the requisite manpower as per agreed terms penalty shall be imposed and deducted from the subsequent bill @ double of the wages paid by PSDM for particular type of man power.
- 11) In the case of any theft during the tenure of contract the Agency shall be responsible for the same and loss due to theft shall be recovered from the Agency.
- 12) In case of any damage to property of PSDM due to negligence of the Agency's labour /manpower, the agency shall have to make good the losses suffered by PSDM falling which the loss shall be recovered from the dues of the Agency.
- 13) In case the Agency's employee suffers from any type of injury/death while performing duty in PSDM office, the Agency shall be wholly and solely responsible for bear any claim of its employee. PSDM shall not be responsible at any level for any type of claims and legal consequences.
- 14) The agency shall abide by rules, regulations and other instruction issued by State Govt./Govt. of India regarding labour laws.
- 15) The agency shall comply with labour laws, such as Contract Labour(Regulation & Abolition) Act 1970, Industries Disputes Act 1947, Minimum Wages Act, Payment of Bonus Act, Employees Provident Funds Act: Employees State Insurance Act, Workman Compensation Act, etc. which are in force at present or which may come into force in future.
- 16) The agency shall be fully responsible for disposal of solid waste as per terms and conditions of Municipal Act.
- 17) Notwithstanding anything here in contained the PSDM shall have the right to terminate contract by giving one month's notice without assigning any reason.

- 18) The rate quoted by the agency shall remain the same during the period of contract and no extra payment will be made by the PSDM on the account of enhancement of D.C. rates etc. during the period of contract.
- 19) Initially the contract shall be for a period of one year from the date of signing agreement. However, the contract can be extended upto three years with the consent of both the parties. In case period is extended, 10% hike be given on annual basis.
- 20) The Agency has to enter into any agreement on a non-judicial stamp paper with PSDM within 15 days of the award of contract. The cost of stamp papers and other documents/completion of formalities shall be borne by agency.
- 21) In case of any dispute, the decision of M.S., PSDM shall be final and binding on the agency.
- 22) For all disputes, the matter shall be settled within the jurisdiction of court of Chandigarh.

Member Secretary