

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION
KARVENAGAR, PUNE 411052**

**4.5.2- Minutes of the meeting of the
maintenance committee**



Maharshi Karve Stree Shikshan Sanstha's
Smt.Bakul Tambat Institutes of Nursing Education.
Karvenagar, Pune.

Meeting Minutes

All Maintenance for academic year 2021-22

Dated: 01 April 2021

Time: 3.30 to 4.30 pm

Venue: MKSSS BTINE, Conference Room

Following Members are present:

- | | |
|----------------------------|------------------------------|
| 1. Dr. Meena Ganapathy- | Principal-BTINE |
| 2. Ms. Smita Lisham Devi - | Lecturer of BTINE |
| 3. Mrs.Rupali Dhume- | Clinical Instructor of BTINE |
| 4. Mr.Sanjay Danao - | Administrative Officer |
| 5. Mr.Shripad Kulkarni - | Estate Manager |
| 6. Mr.Satish Pawar - | Site Engineer |
| 7. Mr.Dinesh Shahapurkar - | Sanitary Inspector |
| 8. Mr.Uttam Bharmal - | Electrical Engineer |

Agenda:

- 1) Discussion & Planning regarding Building Maintenance during the year.
- 2) Discussion & Planning regarding Electrification repair & Maintenance during the year.
- 3) Discussion & Planning regarding Garden Maintenance during the year.
- 4) Discussion & Planning regarding Electrification repair & Maintenance during the year.
- 5) Discussion & Planning regarding Plumbing repair & Maintenance during the year.
- 6) Discussion & Planning regarding Overhead water cleaning Tanks & Maintenance during the year.
- 7) Discussion & Planning regarding Housekeeping work during the year.
- 8) Discussion & Planning regarding fire safety & Maintenance during the year.
- 9) Discussion & Planning regarding sanitize the premises during the year.

Discussion and Decisions

1. During this meeting, maintenance committee members were discussed about building maintenance during the year 2021 and 2022.
2. Principal Dr. Meena Ganapathy given all report regarding construction of 3rd floor to nursing college building. She further discussed with all regarding building and infrastructure maintenance.
3. While discussing this, Mr. Shripad Kulkarni given the baseline information about infrastructure maintenance.
4. During the meeting Mr. Shahapurkar has given details about cleanliness of institute.

Meeting was adjourned at 4.30pm.



PRINCIPAL

Sharshi Karve Stree Shikshan Samiti
Smt. Bakul Tambat Institute
Nursing Education
Karvenagar, Pune-411052.

MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA
(Maharshi Karve Institution-For Women's Education)

Estd:1896
Founder : Maharshi Dhondo Keshav Karve

Garbage

Ref. No.:VV/37/2021

Date: 30/12/2021

To,

M/s. Vasant Ashok Khude,
C/o Rambhau Barate Chal,
Behind Dr. Rane. Mawle Ali. New Gavthan.
Karvenagar, Pune – 411 052. M.No. 8888771298

Sub. : Work Order for Garbage Disposal Management Services at Maharshi Karve Stree Shikshan Samstha, Karvanagar, Pune -52.

Ref: Your quotation of Samstha's prescribed format of Garbage Disposal Management Services for year 2022.

Dear Sir,

With reference to your above mentioned quotation and your letter dated 01-10-2021 for **Garbage Disposal Management Services** period for the year 2022 and discussions in Samstha's Vastuvyavastha Committee Meeting & Samstha is pleased to give you work order for the Garbage Disposal Management Services from **01st January 2022 to 30st November 2022** for Samstha's Karvenagar Mahilashram Campus (Rama Purshottam Vidya sankul) Cummins Engineering College Campus .HNIMR - MBA College.(KBJIT) BCA College,Suswad Caffee), Siddhivinayak College Campus (BNCA College, Nursing College,Vocational College) Baya Karve Hostel Campus & related Hostles. Head Office (Old) Maharshi karve Bhavan . **If your work performance is found non-satisfactory during the above period, contract will be terminated without any notice.** Completion of work within a time is responsibility of contractor. The gross quotation amount of work is Rs. 1,25,126.51 (excluding Goods & Service Tax)

You will have to provide workers as follows.

1. Payment details– Rs. 1,25,126.51 per month amount is inclusive of supervision charges, P.F., E.S.I., P.T. & all other applicable taxes & charges, etc. Goods & Service Tax should be paid at actual on payable bill amount (if applicable).
2. Labours /Workers about 09 numbers per day (workers strength will be varies as per requirement of Samstha). At the time of Meeting & discussion with you & you will agree to lift up Garbage material at specified given point wise list daily with these persons.
3. Contractor should have submitted total monthly work schedule before starting the work. Contractor should have submitted daily report of work done as per quotation & he should have checked daily work from Samstha's supervisor. Contractor shall get monthly payment as per daily work report of work done in proportionate of monthly quoted payment amount.



MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA (Maharshi Karve Institution For Women's Education)

Estd:1896

Founder : Maharshi Dhanoo Keshav Karve

111.

Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.

iv. If required garbage material collected twice in day as per instruction of Samstha.

v. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.

16. Contractor shall have to pay the said tax amount directly to the concerned Government department.

17. You have to give a monthly work chart of day to day work of Samstha's given premises, building etc.

18. Any Mishap liability created towards worker while employment that will totally borne by agency / contractor.

19. Your contract may be terminated, at any time, by either side/party, by giving one month notice to each other otherwise Samstha should not refund Deposit amount to Contractor in lieu of notice period

20. You have to pay one month total payment amount i.e. Rs.1,25,126.51 /- to Samstha (without interest) against security deposit without any interest for the period of contract up to the settlement of Account by D.D. or Cheque in favour of Secretary M.K.S.S.S before receiving of Work Order to you without any interest for the period of contract.

21. You shall have to use necessary safety equipment to avoid accident while work is going on.

22. Samstha will not be responsible for any problem incurred to worker or any accident may take place while working on campus.

23. Any dispute about work, subject to Pune Jurisdiction only.

24. You have to sign on the duplicate copy of this Work Order.

25. You have to give your acceptance letter to Samstha within Five days after receiving of intent letter & you will have to give 02 Nos. of Stamp Paper, each cost Rs. 500/- for Indemnity bond & agreement.

26. Contractor should follow the Minimum Wages Act.

27. Other terms & conditions will remains same as per quotation except consideration of holidays.

We expect your best services.


Secretary



Estd: 1936

Founder : Maharshi Dhondo Keshav Karve



Bhaubeej Nidhi
Centenary year 2019-20



“शीलं परं भूषणम्”

MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA (Maharshi Karve Institution For Women's Education)

4. You shall have to maintain daily point wise Garbage collected work chart.
5. Samstha reserve right to terminate contract when work will not satisfactory or any other dispute in above work
6. Workers should be appointed after taking interview with Samstha's representative.
7. Contractor should keep register of addresses. Phone/Cell Phone numbers and bio-data. Recommendations from dignitaries of appointed labours with their 4 nos. photocopy and **that record copy should be submit to Samstha immediately at the time of acceptance of work order.**
8. Identity Card must be given to every worker by you and every worker should keep it when he/she is on duty or in Samstha Campus.
9. Garbage Services related work should be carried out from Samstha's premises as per instruction of Samstha's authorities.
10. You will have to pay attention in this work sincerely.
11. You have to open your Agencies Bank A/c & separate Bank Savings account of each worker & name list & A/c Number should be given to Samstha's Office.
12. Requirement of Garbage Services worker may change as per samstha's discretions & Payment or bill may change proportionately.
13. Any indiscipline by any Garbage Management services worker may cause his discontinuation of services at any time from samstha's instructions.
14. Any suggestion or change in Garbage Management Services work that will have to suggest in proper time from you
15. Garbage Management Services Scope of Work as follows:-
 - i. Garbage services should be done daily 30 or 31 days at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.30 A.M. Contractor will arrange manpower for special VIP visits at no extra cost.
 - ii. Collect all garbage & waste material as per point wise. Sort out the material of wet and dry garbage & non recycle material. Cleaning. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)

MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA
(Maharshi Karve Institution For Women's Education)

Estd:1896
Founder : Maharshi Dhondo Keshav Karve

Gardening

Ref. No.:VV/32/2021/

Date: 30.12.2021

To,
Udyan Associates,
164/12, Shinde Building, Sangam Chowk,
Shastri Nagar, Kothrud, Pune-411038.
M. No. 9890938804/9822040491/9822264519

Sub.: Work Order for Garden Maintenance work at Maharshi Karve Stree Shikshan Samstha, Karvenagar, Pune -52.

Ref.: Your quotation of Samstha's prescribed format of Garden Maintenance Services For year 2022.

Dear Madam,

With reference to your above mentioned quotation and your letter dated 01-10-2020 for Garden maintenance services for the year 2022 discussions in Samstha's Vastuvyavastha Committee Meeting Samstha is pleased to give you work order for the Garden Maintenance services from 01st January 2022 to 30 November 2022 for Samstha's Karvenagar old Campus, Siddhivinayak College Campus , MNVTI , BTINE, BNCA college, Sir Sasoon Devid Hostel, Rama Puroshottam vidya sankul campus, Rama sadan hostel, Cummins College Campus, HNIMR, Baya Karve Hostel complex, Maharshi KARve Bhavan - Head Office. **If your work performance is found non-satisfactory during the above period, contract will be terminated without any notice.** Completion of work within a time is responsibility of contractor. The gross quotation amount of Karvenagar work is Rs. 1,88,180.07 per month (excluding Goods & Service Tax)

You will have to provide workers as follows as per your given quotation.

1. Garden Workers

a- Gardner cum Supervisor for Karvenagar Campus	01 Nos.
b- Semi Skilled Gardner - Male/Female	05 Nos.
c- Unskilled Gardner - Male/Female	<u>06 Nos.</u>

Total – 12 Nos

2. Payment details – For Karvenagar Campus Rs. 1,88,180.07 per month amount is inclusive of supervision charges, P.F., E.S.I., P.T., & all other applicable taxes & charges, etc. Goods & Service Tax should be paid at actual on payable bill amount (if applicable).

MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA (Maharshi Karve Institution For Women's Education)

Estd:1896

Founder : Maharshi Dhondo Keshav Karve

3. Contractor should have submitted total monthly work schedule before starting the work. Contractor should have submitted daily report of work done as per quotation & he should have checked daily work from Samstha's supervisor. Contractor shall get monthly payment as per daily work report of work done in proportionate of monthly quoted payment amount.
4. Samstha hereby reserves its right to terminate contract when work will not found satisfactory or any other dispute in above work.
5. You shall have to maintain daily point wise Garden work chart.
6. Workers should be appointed after taking interview with Samstha's representative.
7. Contractor should keep register of addresses, Phone/Cell Phone numbers and bio-data. Recommendations from dignitaries of appointed labours with there 4 nos. photocopies and **that record copy should be submit to Samstha immediately at the time of acceptance of work order.**
8. Identity Card must be given to every worker by you and every worker should keep it when he/she is on duty or in Samstha Campus.
9. Garden cutting & other related waste should be carried out from Samstha's premises to Compost Manure Project at Samstha's Premises.
10. You will have to pay attention in this work sincerely.
11. You have to open your Agencies Bank A/c & separate Bank Savings account of each guardner & name list & A/c Number should be given to Samstha's Office.
12. Requirement of Garden worker may change as per samstha's discretions & Payment or bill may change proportionately.
13. Any indiscipline by any Garden worker may cause his discontinuation of services at any time from samstha's instructions.



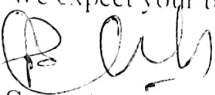
MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA (Maharshi Karve Institution For Women's Education)


Estd: 1896

Founder : Maharshi Dhondo Keshav Karve

14. You have to pay one month total payment amount i.e. Rs. **1,88,180.07** to Samstha (without interest) against security deposit without any interest for the period of contract up to the settlement of Account by D.D. or Cheque in favour of Secretary M.K.S.S.S before receiving of Work Order to you without any interest for the period of contract.
15. Any suggestion or change in Garden work that will have to suggest in proper time from you.
16. Minor & Major gardening renovation work or a part of new development work should be developed with the help of daily routine workers. At the time of new development & renovation work if required extra workers may be given to contractor by Samstha as per situation of work.
17. Contractor shall have to pay the said tax amount directly to the concerned Government department.
18. You have to give a monthly bar chart programme of development & Maintenance of Samstha's gardening premises, building etc.
19. Any Mishap liability created towards worker while employment that will totally borne by agency / contractor.
20. Your contract may be terminated, at any time, by either side/party, by giving one month notice to each other otherwise Samstha should not refund Deposit amount to Contractor in lieu of notice period
21. You shall have to use necessary safety equipment to avoid accident while work is going on.
22. Samstha will not be responsible for any problem incurred to worker or any accident may take place while working on campus.
23. Any dispute about work, subject to Pune Jurisdiction only.
24. You have to sign on the duplicate copy of this Work Order.
25. You have to give your acceptance letter to Samstha within Five days after receiving of Work Order & you will have to give 02 Nos. of Stamp Paper, each cost Rs. 500/- for Indemnity bond & agreement.
26. Contractor should follow the Minimum Wages Act.
27. Other terms & conditions will remains same as per quotation except consideration of holidays.

We expect your best services.


Secretary

Received

Vishal S. Pawar
9822040491

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA

(An Institution Exclusively for Women's Education)

Estd: 1896 / Founder: Bharatratna Maharshi Dhondo Keshav Karve

Registered under Societies Act, 1860 and Bombay Public Trust Act, 1950



Security

Ref. No.: VV/WO.64/22

Date: 26.05.2022.

To,

Best Services, Shri Ahluwalia,
Off. No. 101, Sai Siddhi Complex,
Shivajinagar, Pune 411 005.
M No.: 9881371273/9823023675

**Sub. : Work Order for Security Services at Maharshi Karve Stree Shikshan Samstha's,
Narhe Campus, Tal. Haveli, Dist. Pune.**

Ref: Your quotation of Samstha's prescribed format of security services for year 2022.

Dear Sir,

With reference to discussions in Samstha's Vastuvyavastha Committee Meeting dated 12.05.2022 and 16.05.2022. Samstha is **pleased to give you work order for the Security Services from 01st June 2022 to 30 November 2022** for Samstha's Narhe Campus, Tal. Haveli, Dist. Pune i.e. (School of Fashion Technology College & Hostels & Tejeswini Helth club & Vision English Medium School) . **If your work performance is found non-satisfactory during period of contract will be terminated without any notice.**

1. Payment details –

- Rs. 3,89,432.53 (excluding GST) per month for 20 Trained Security Guards and 03 Nos. of Supervisor cum guards as per given list , P.F., P.T., E.S.I, Service charges & Supervision charges, and all other applicable taxes. G.S.T. should be paid at actual on payable bill amount (if applicable) Total payment for 30 or 31 working days.
- For Security Services of 20 Trained Security Guards & 3 Supervisor cum Guard to Samstha's campus for 08 hours day & night duty in three shifts. Workers number / Strength must be 23 (as above) full working days as per month otherwise payments will be proportionately deducted.
- Security guards should be required in shifts, which should be changeable fortnightly.
- Samstha reserve right to terminate contract when work will not satisfactory or any other dispute in above work.
- Appointed Trained guard should be appointing after taking interview with samstha's representative.
- Requirement of security guard may change as per Samstha's directions & Payment or bill may change proportionately.

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA

(An Institution Exclusively for Women's Education)

Estd: 1896 / Founder: Bharatratna Maharshi Dhondo Keshav Karve


Registered under Societies Act, 1860 and Bombay Public Trust Act, 1950



6. You have to pay one month total payment amount i.e. Rs. 3,89,432.53 to Samstha (without interest) against security deposit without any interest for the period of contract up to the settlement of Account by D.D. or Cheque in favour of Maharshi Karve Stree Shikshan Samstha before receiving of Work Order to you without any interest for the period of contract.
7. You have to open your Agencies Bank A/c & separate Bank account of each guard & that guard's name list & A/c Number should be given to Samstha's Office.
8. Any indiscipline by any guard may cause his discontinuation of services at any time from samstha's instructions.
9. Contractor should keep register for addresses, Phone, Cell Phone and bio-data, Police verification certificate recommendations from dignitaries of appointed guards with their 4 nos.- photocopies and **that record copy should be submit to Samstha immediately at the time of acceptance of work order.**
10. Contractor himself shows to Samstha a good recommendation from any dignitaries for his recognition
11. Guard should take responsibility to start & close the water pump, street light & generator of Samstha as & when required. & appropriate care all premises while employing.
12. Guard should maintain daily record of gate incomers & outgoing persons, Visitors, Parents as per rules of Samstha and also they will have to maintain incoming & outgoing material record at each point or gate.
13. Guard should get all information of Samstha form Samstha's authorities & they should always alert to tell information to visitors.
14. Any Mishap liability created from worker while employment that will totally borne by agency / contractor.
15. Your contract may be terminated, at any time, by either side/party, by giving one month notice to each other otherwise Samstha should not refund deposit amount to Contractor in lieu of notice period
16. Any dispute about work, subject to Pune Jurisdiction only.
17. You have to give a daily programme bar chart of point wise security guard & Guards work report submitted to Vastuvyavastha Vibhag.
18. You have to sign on the duplicate copy of this Work Order.
19. In Samsthas premises Samstha fixed Alert-O-Guard machine at various points for alertness of Guard. Every day machine starting timing is 22 O Clock p.m. to 6.00 a.m., in every ½ an hour machine buzzer starts & stop within few seconds. Guard should stop the buzzer within the time, if not do the stop buzzer each time each point number of present guard Rs.50/- will be charged as a fine & that amount should be deducted in monthly bill.
20. You will have to give 02 Nos. of Stamp Paper, each cost Rs. 500/- for Indemnity bond & agreement.
21. Contractor should follow the Minimum wages Act.
22. Other terms & conditions will remains same as per quotation.
23. You should provide walkie-talkie in both premises at yours own cost.

Hope for Best Services.


Secretary

Received

31/05/22



MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA
(Maharshi Karve Institution For Women's Education)

Estb: 1926
Founder: Maharshi Dhondo Keshav Karve

Housekeeping

Ref. No.VV/36/2021/

Date: 30.12.2021

To,

✓ Kale Sales & Services. - Mr.Sachin Hanmant Kale
B1, 103 Dreamcity Soc.
Dattanagar Jambhulwadi, Abmbegaon Bk.
Pune - 411046
M. No. 9923694154/7972998748

Sub. : Work Order for House Keeping Services at Maharshi Karve Stree Shikshan Samstha, Karvenagar & other Branches in Pune.

Ref: Your quotation of Samstha's prescribed format of House keeping services for year 2022.

Dear Sir,

With reference to your above mentioned quotation and your letter dated 02-10-2020 for Housekeeping services period for the year 2022 and discussions in Samstha's Vastuvyavastha Committee Meeting & Samstha is pleased to give you work order for the House Keeping Services from 01st January 2022 to 30 November 2022 for Samstha's Karvenagar Branches Old Campus i.e. Rama Purshottam Vidya Sankul All Bldg .KBJIT college (1st to 6th floor). Rama Sadan Hostels. BNCA College. (BTIN) Nursing College. Vocational College. Siddhivinayak College . Mahilashram Highschool bldg.no.3- Ground floor -BBA unit . 1st Floor - SMART college . BNY Unit(CSD) . Sir Sasoon Devid Hostel. Old age Home. Sampada Bakery.M.N.Adavant school. Smarak. Zopadi. etc. **If your work performance is found non-satisfactory during the above period, contract will be terminated without any notice.** Completion of work within a time is responsibility of contractor. The gross quotation amount of work is Rs.7,13,185.22 (excluding Goods & Service Tax if applicable).

You will have to provide workers as follows:

1. Payment details -- Rs.7,13,185.22 per month amount is inclusive of supervision charges. P.F., E.S.I., P.T. & all other applicable taxes & charges, etc. Goods & Service Tax should be paid at actual on payable bill amount (if applicable). Total payment for 30 or 31 working days.
2. Labours /Workers about 43 numbers per day (workers strength will be varies as per requirement of Samstha). Out of 43 workers: Sweepers 41 Nos., & 02 Supervisor. At the time of meeting & discussion with you & you will agree to procure cleaning machinery daily with these persons.
3. Contractor should have submitted total monthly work schedule before starting the work. Contractor should have submitted daily report of work done as per quotation & he should have checked daily work from Samstha's supervisor. Contractor shall get monthly payment as per daily work report of work done in proportionate of monthly quoted payment amount.

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MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA (Maharshi Karve Institution For Women's Education)

Estd: 1896
Founder: Maharshi Dhondo Keshav Karve

4. You shall have to maintain daily cleaning chart/door chart each toilet block unit.
5. Samstha reserve right to terminate contract when work will not satisfactory or any other dispute in above work.
6. Workers should be appointed after taking interview with Samstha's representative.
7. Contractor should keep register of addresses. Phone/Cell Phone numbers and bio-data. Recommendations from dignitaries of appointed labours with their 4 nos. photocopy and that record copy should be submit to Samstha immediately at the time of acceptance of work order.
8. Identity Card and uniform must be given to every worker by you and every worker should keep it when he/she is on duty or in Samstha Campus.
9. House Keeping related work should be carried out from Samstha's premises as per instruction of Samstha's authorities.
10. You will have to pay attention in this work sincerely.
11. You have to open your Agencies Bank A/c & separate Bank Savings account of each worker & name list & A/c Number should be given to Samstha's Office.
12. Requirement of Housekeeping worker may change as per samstha's discretions & Payment or bill may change proportionately.
13. Any indiscipline by any House Keeping worker may cause his discontinuation of services at any time from samstha's instructions.
14. Any suggestion or change in House Keeping work that will have to suggest in proper time from you
15. Housekeeping Scope of Work as follows:-
 - i. Housekeeping cleaning services should be done daily. 30 or 31 days at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.30 A.M. Contractor will arrange manpower for special VIP visits at no extra cost.
 - ii. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
 - iii. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.

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MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA

(Maharshi Karve Institution For Women's Education)

Estd. 1886

Founder - Maharshi Dhondo Keshav Karve

- iv Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.
 - v Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipment's, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
 - vi Spraying Room Fresheners in all rooms is twice in a week.
 - vii Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
 - viii Shifting of tiles, furniture as well when required.
 - ix Cleaning of drainage lines, Chamber, ducts etc.
 - x Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
 - xi Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipment's, nameplates, plant boxes, doormats etc.
 - xii Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
 - xiii Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
 - xiv Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, etc.
 - xv Cleaning of all open areas between the building and boundary including sweeping of roads, paths, cleaning open drains etc. as directed by the MKSSS official Incharge.
16. Contractor shall have to pay the said tax amount directly to the concerned Government department.
17. You have to give a monthly work chart of day to day work of Samstha's given premises, building etc.
18. Any Mishap liability created towards worker while employment that will totally borne by agency / contractor.
19. Your contract may be terminated, at any time, by either side party, by giving one month notice to each other otherwise Samstha should not refund Payable bill amount to Contractor in lieu of notice period

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MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA
(Maharshi Karve Institution For Women's Education)

Estd. 1896
Founder : Maharshi Dhondo Keshav Karve

20. You have to pay one month total payment amount i.e. Rs.7,13,185.22 /- to Samstha (without interest) against security deposit without any interest for the period of contract up to the settlement of Account by D.D. or Cheque in favour of Secretary M.K.S.S. before receiving of Work Order to you without any interest for the period of contract.
21. You shall have to use necessary safety equipment to avoid accident while work is going on.
22. Samstha will not be responsible for any problem incurred to worker or any accident may take place while working on campus.
23. Any dispute about work, subject to Pune Jurisdiction only.
24. You have to sign on the duplicate copy of this Work Order.
25. You have to give your acceptance letter to Samstha within Five days after receiving of work order & you will have to give 02 Nos. of Stamp Paper, each cost Rs. 500/- for Indemnity bond & agreement.
26. Contractor should follow the Minimum Wages Act.
27. Other terms & conditions will remains same as per quotation except consideration of holidays.

We expect your best services.


Secretary -

