



Criterion VII

Institutional Values and Best Practices

7.1 – Institutional Values and Social Responsibilities: (2024-2025)

7.1.5 – Water conservation facilities available in the institution:

- a. Rain water harvesting Bore well/ open well recharge.**
 - b. Construction of tanks and bunds.**
 - c. Waste water recycling.**
 - d. Maintenance of water bodies and distribution system in the campus.**
- Any other relevant information.**

महर्षी कर्वे स्त्री-शिक्षण संस्था

स्थापना : १८९६ / संस्थापक : भारतरत्न महर्षी धोंडो केशव कर्वे
भारत सरकारच्या १८६० च्या सोसायटीज रजिस्ट्रेशन ॲक्ट व १९५० च्या बॉम्बे पब्लिक ट्रस्ट ॲक्ट प्रमाणे नोंदणीकृत



Ref. No.: V.V.No W0/122 / 2024-25

Date: 30.12.2024

To,

M/s. Shree Enterprises.

210, Poornima Towers,

Shankar Sheth Rd,Pune.

Ph. No.020 24499390 / 9764070400

Sub.: Work Order for Garden Maintenance work at Maharshi Karve Stree Shikshan Samstha, Karvenager , Narhe , Vidyapeeth & Erandwane Campus Pune .

Dear Madam / Sir,

With reference to your profile & frequent discussions with samstha official for Garden maintenance services for the year 2025 & approved Samstha's Vastuvyavastha Meeting dated 05.12.2024 Samstha is pleased to give you work order for the Garden Maintenance services from 01st January 2025 to 31 December 2025 for Samstha's Karvenagar old Campus, Siddhivinayak College Campus , MNVTI , BTINE, BNCA college, Sir Sason Devid Hostel, Rama Purushottam vidya sankul campus, KBJIT, Rama sadan hostel, Cummins College Campus, HNIMR, Baya Karve Hostel complex, Maharshi KARve Bhavan - Head Office, Erandwane & Vidyapeeth Campus , SOFT college narhe , SOFT hostel Narhe , Vision School narhe , your service will be observed for first 3 months from the work order issued. **If your work performance is found non satisfactory during these 3 months' services, then with 1 months' notice your services will be terminated.** The gross amount as per minimum wages act & samstha approved grid for workers will be Rs.3,13,206.02/- (excluding GST)

You will have to provide workers as follows-

WORK ORDER 2025 PAGE - 1

महर्षी कर्वे भवन, २ रा मजला, कर्वेनगर, पुणे- ४११०५२, महाराष्ट्र, भारत. फोन: +९१ २० २५३९३२००

E-Mail: administrator@maharshikarve.org | Website: www.maharshikarve.ac.in

- संस्थेस मिळणाऱ्या देण्यांवर इन्कमटॅक्स कलम ८० जी नुसार सवलत मिळते.

1. Garden Workers.

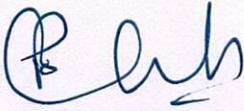
Sr. No	Location	Supervisor (A)	Semi-Skilled (B)	Gardner (C)
1	Karvnagar Old Campus	1	5	6
2	Erandwane , Vidyapeeth	0	1	0
3	Narhe - Soft College , Soft Hostel	0	1	1
4	Narhe - Vision School	0	1	0
	No of Worker – 16	1	8	7

Payment details – For Karvenagar Campus Rs. 3,13,206.02/- per month amount is inclusive of supervision charges, P.F., E.S.I., P.T., & all other applicable taxes & charges, etc. GST should be paid at actual on payable bill amount (if applicable). Total payment as per Minimum wages act and grid approved by Samstha.

2. Security Deposit amount paid for year 2024 was Rs. 304270.72/- You have to pay difference amount of security deposit of Rs. 8935.30/- for year 2025 (as per rise in DA in January 2024) before submission of your monthly bill for month January 2025 by cheque or D.D. in favor of Maharshi Karve Stree Shikshan Samstha.
3. Contractor should submit total monthly work schedule before starting the work. Contractor should submit daily report of work done as per quotation & he should get check daily work from Samstha's supervisor. The contractor shall get monthly payment as per the daily work report of work done in proportionate of monthly quoted payment amount.
4. Samstha hereby reserves the right to terminate the contract if work is not found satisfactory or any other dispute in the above work.
5. You shall have to maintain daily point-wise Garden work chart.
6. Workers should be appointed after having an interview with Samstha's representative.
7. Contractors should keep register of addresses, Phone/Cell Phone number, biodata. 4 nos. photocopies of labor and that record copy should be submitted 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 in Samstha's Premises.
10. You will have to pay attention to this work sincerely.
11. You must open your Agencies Bank A/c & separate Bank Savings account of each Gardner & 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.
13. Any suggestion or change in Garden work that will have to suggest in proper time from you.
14. 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 Samstha by contractor as per the situation of work.
15. The contractor shall have to pay the said tax amount directly to the concerned Government department.
16. You must give a monthly bar chart program of development & Maintenance of Samstha's gardening premises, building etc.
17. Any Mishap liability created towards worker while employment that will totally be borne by agency / contractor.
18. If one month notice period is given by either side/party, then the security deposit will be paid back (without interest) only after submitting all government compliance report copies to Samstha without any interest.
19. Your contract may be terminated, at any time, by either side/party, by giving one month notice to each other otherwise Samstha will not refund Deposit amount to Contractor.
20. You shall have to use necessary safety equipment to avoid accidents while work is going on.

21. Samstha will not be responsible for any problem incurred to workers or any accident that may take place while working on campus.
22. Any dispute about work, subject to Pune Jurisdiction only.
23. You must sign a duplicate copy of this Work Order.
24. You must 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.
25. You must execute the work as per the agreement.
26. Monthly salary grid will remain same as per Dec 2024 till 31st March 2025. From 1st April 2025 salary will be changed as per change in D.A. from January 2025.
27. Your Staff should get their payment up to date 7th of every month.



Secretary

MKSSS