

CHETTINAD DENTAL COLLEGE & RESEARCH INSTITUTE

Minutes of the meeting of the maintenance committee

16.01.2018

Maintenance of Dental Equipments, Grounds, Lecture Halls, Electrical Appliances, A/C Plant, R O Plant, IT Software & Hardware, Furnitures

We have decided to replace and service the Floor finishing work, Spout fixing work, Lader Bed Work, Numeric UPS, KVA, Positioning and Aligning of Kerb stone, Painting, Chair Seat, Rexin Changing, Doctor stool Repair, Fixing of Sun Film for Windows through Novateur Electrical & Digital Systems, KPG Earth Movers & Transport, M.K Constructions, KPG Earth Movers & Transport, Vasantha Enterprises, Ganapathy Enterprises etc. The total expenditure of Rs. 4,34,229 and the work order excel sheet contains are enclosed herewith. The same is endorsed by the maintenance committee.

For the maintenance committee of Chettinad Dental College


Senior Administrative Officer


Principal

**PRINCIPAL
CHETTINAD DENTAL COLLEGE &
RESEARCH INSTITUTE
RAJIV GANDHI SALAI
KELAMBAKKAM - 603 103.**

CHETTINAD DENTAL COLLEGE & RESEARCH INSTITUTE

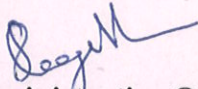
Minutes of the meeting of the maintenance committee

18.09.2017

Maintenance of Dental Equipments, Grounds, Lecture Halls, Electrical Appliances, A/C Plant, R O Plant, IT Software & Hardware, Furnitures

We have decided to replace and service the Bronze impeller, Ball bearings, pump shaft end weldings, EWC removing and fixing, Tiles relaying work, Painting, Garden area brick align work, Kerb wall plastering work through Vasantha Enterprises, Balaram Plumbing Works, Winsome Power Technologies Private Ltd, M.K Constructions etc. The total expenditure of Rs. 1,13,289, and the work order excel sheet contains are enclosed herewith. The same is endorsed by the maintenance committee.

For the maintenance committee of Chettinad Dental College



Senior Administrative Officer


Principal

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CHETTINAD DENTAL COLLEGE &
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RAJIV GANDHI SALAI
KELAMBAKKAM - 603 103.**

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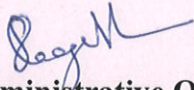
Minutes of the meeting of the maintenance committee

03.05.2016

Maintenance of Dental Equipments, Grounds, Lecture Halls, Electrical Appliances, A/C Plant, R O Plant, IT Software & Hardware, Furnitures

We have decided to replace and service the motor, fabrics, Bed seat, chair seat, Bush through R.R.R electrical service and Sakthi Abirami Bed Mart & Lining Work etc. The total expenditure of Rs. 28265, and the work order excel sheet contains are enclosed herewith. The same is endorsed by the maintenance committee.

For the maintenance committee of Chettinad Dental College



Senior Administrative Officer


Principal

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KELAMBAKKAM - 603 103.**

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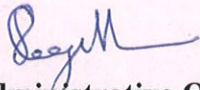
Minutes of the meeting of the maintenance committee

02.01.2015

Maintenance of Dental Equipments, Grounds, Lecture Halls, Electrical Appliances, A/C Plant, R O Plant, IT Software & Hardware, Furnitures

We have decided to replace and service the fabrics for sofa, plywood, bed, sheet through sakthi bedmark and lining works etc. The total expenditure of Rs. 47200 and the work order excel sheet contains are enclosed herewith. The same is endorsed by the maintenance committee.

For the maintenance committee of Chettinad Dental College



Senior Administrative Officer


Principal


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CHETTINAD DENTAL COLLEGE AND RESEARCH INSTITUTE

WORK ORDERS

Date From : 01/01/2014 To 31.12.2015

PO No	PO Date	Item Description	Vendor Name	Value
PO000000907	30/12/2014	Service & replacementcharges for rest fabrics(Doctor's st	SAKTHI ABIRAMI BED MART & LINING WORKS	11,400.00
PO000000907	30/12/2014	Service & replacementcharges for Seat fabrics(Doctor's st	SAKTHI ABIRAMI BED MART & LINING WORKS	14,000.00
PO000000907	30/12/2014	Service & replacementcharges for bed leg mica fabrics(Doc	SAKTHI ABIRAMI BED MART & LINING WORKS	4,900.00
PO000000907	30/12/2014	Service & replacementcharges for bed head mica fabrics(Do	SAKTHI ABIRAMI BED MART & LINING WORKS	7,900.00
PO000000907	30/12/2014	Service & replacementcharges for plywood & foam module fab	SAKTHI ABIRAMI BED MART & LINING WORKS	9,000.00
GRANDTOTAL				47,200.00



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CHETTINAD DENTAL COLLEGE AND RESEARCH INSTITUTE

WORK ORDERS

Date From : 01/01/2016 To 31/12/2016

PO No	PO Date	Item Description	Vendor Name	Value
PO000001425	04/06/2016	Service Charges for Motor Rewinding	R.R.R. ELECTRICAL SERVICE	4,200.00
PO000001425	04/06/2016	Service Charges for Motor Rewinding	R.R.R. ELECTRICAL SERVICE	1,650.00
PO000001425	04/06/2016	Dental Motor coil rewinding, bearing replacement Charges	R.R.R. ELECTRICAL SERVICE	640.00
PO000001499	08/08/2016	Doctor Operating stool Fabric Changing	SAKTHI ABIRAMI BED MART & LINING WORK	7,200.00
PO000001499	08/08/2016	Dental Bed Rest & Seat Fabric Changing	SAKTHI ABIRAMI BED MART & LINING WORK	5,000.00
PO000001499	08/08/2016	Dental Bed Seat Mica New changing	SAKTHI ABIRAMI BED MART & LINING WORK	1,875.00
PO000001499	08/08/2016	Dental Bed Rest Mica New changing	SAKTHI ABIRAMI BED MART & LINING WORK	400.00
PO000001499	08/08/2016	Dental Bed Head rest Mica changing	SAKTHI ABIRAMI BED MART & LINING WORK	650.00
PO000001499	08/08/2016	UT-300 chair fabric changing	SAKTHI ABIRAMI BED MART & LINING WORK	4,500.00
PO000001499	08/08/2016	UT-300 chair Seat & Rest extra mould changing	SAKTHI ABIRAMI BED MART & LINING WORK	2,000.00
PO000001499	08/08/2016	Bush changing	SAKTHI ABIRAMI BED MART & LINING WORK	150.00
GRANDTOTAL				28,265.00


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CHETTINAD DENTAL COLLEGE AND RESEARCH INSTITUTE

WORK ORDERS

Date From : 01/01/2017 To 31/12/2017

PO No	PO Date	Item Description	Vendor Name	Value
PO000001947	21/09/2017	Providing & fixing of Bronze impeller	VASANTHA ENTERPRISES	13,760.50
PO000001947	21/09/2017	Providing & fixing of Ball bearings	VASANTHA ENTERPRISES	2,135.25
PO000001947	21/09/2017	Labour charges for pump shaft end weldings	VASANTHA ENTERPRISES	1,281.15
PO000001947	21/09/2017	Labour charges for removing shaft and reconditioning charges	VASANTHA ENTERPRISES	3,321.50
PO000001742	08/05/2017	Labour charges for EWC removing and fixing	BALARAM PLUMBING WORKS	7,980.00
PO000001657	09/03/2017	Providing & fixing curtain 106" x 104" H	R.SIVAGANESH	8,090.00
PO000001850	28/07/2017	Erection charge for Split unit	WINSOME POWER TECHNOLOGIES PRIVATE LTD	3,000.00
PO000001850	28/07/2017	Dismantling of split AC	WINSOME POWER TECHNOLOGIES PRIVATE LTD	500.00
PO000001823	06/07/2017	Construction of pedestal footing with M25 grade concrete	M.Chandrakumar	9,000.00
PO000001823	06/07/2017	Tiles relaying work	M.Chandrakumar	2,000.00
PO000001774	06/06/2017	Painting charge	R.JAISANKAR	16,017.00
PO000002067	18/12/2017	Rectifying the Man hole	M.K.Constructions	3,000.00
PO000002067	18/12/2017	Construction of Gully Chamber	M.K.Constructions	3,500.00
PO000002067	18/12/2017	Providing spout outlet	M.K.Constructions	6,000.00
PO000002067	18/12/2017	Providing cement mortar	M.K.Constructions	3,500.00
PO000002067	18/12/2017	Chipping and Plastering work	M.K.Constructions	1,500.00
PO000002067	18/12/2017	Concrete chipping work	M.K.Constructions	1,500.00
PO000002047	24/11/2017	Paver Laying work	M.Chandrakumar	3,600.00
PO000002047	24/11/2017	Kerb wall brick work 4.5"	M.Chandrakumar	1,820.00



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PO000002047	24/11/2017	Painting work charge	M.Chandrakumar	3,816.00
PO000002047	24/11/2017	Painting work charge	M.Chandrakumar	9,258.00
PO000002047	24/11/2017	Kerb wall plastering work	M.Chandrakumar	1,710.00
PO000002047	24/11/2017	Post fixing work including earth work & concrete	M.Chandrakumar	3,000.00
PO000002047	24/11/2017	Garden area brick allign work	M.Chandrakumar	1,500.00
PO000002047	24/11/2017	Damaged tile replaing work	M.Chandrakumar	2,500.00
GRANDTOTAL				113,289.40



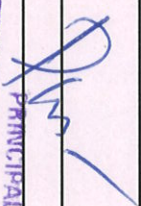
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 IT HIGHWAY MELAYAMBAKKAM
 MANCHIPURAM DIST 603 103

CHETTINAD DENTAL COLLEGE AND RESEARCH INSTITUTE

WORK ORDERS

Date From : 01/01/2018 To 31/12/2018

PO No	PO Date	Item Description	Vendor Name	Value
PO000002118	18/01/2018	Existing Rubbish Breaking work	M.Chandrakumar	1,785.00
PO000002118	18/01/2018	Floor finishing work	M.Chandrakumar	5,985.00
PO000002118	18/01/2018	Spout Fixing work	M.Chandrakumar	1,200.00
PO000002118	18/01/2018	Lader Bed work	M.Chandrakumar	1,000.00
PO000002119	19/01/2018	DC Fan 3.5"	NOVATEUR ELECTRICAL & DIGITAL SYSTEMS PVT.LTD.	750.00
PO000002119	19/01/2018	Service charges for Numeric UPS 1 KVA	NOVATEUR ELECTRICAL & DIGITAL SYSTEMS PVT.LTD.	1,500.00
PO000002135	09/02/2018	Bata	KPG EARTH MOVERS & TRANSPORT	600.00
PO000002135	09/02/2018	JCB Hiring charges	KPG EARTH MOVERS & TRANSPORT	3,250.00
PO000002135	09/02/2018	JCB Hiring charges	KPG EARTH MOVERS & TRANSPORT	3,900.00
PO000002136	12/02/2018	Earth work excavation for providing kerb stone	M.K. Constructions	6,006.00
PO000002136	12/02/2018	Supplying and filling in with quarry dust	M.K. Constructions	11,210.00
PO000002136	12/02/2018	providing M10 grade concrete(pcc)	M.K. Constructions	3,640.00
PO000002136	12/02/2018	Positioning and allinging of kerb stone	M.K. Constructions	3,400.00
PO000002136	12/02/2018	Providing M 20 grade concrete	M.K. Constructions	7,200.00
PO000002136	12/02/2018	Providing 9"thick brick work in cm 1:5	M.K. Constructions	4,500.00
PO000002136	12/02/2018	Providing new kerb wall with bricks in CM 1:4	M.K. Constructions	7,560.00
PO000002136	12/02/2018	Plastering the old kerb stone with in CM 1:3	M.K. Constructions	6,320.00
PO000002136	12/02/2018	Preparation and levelling work	M.K. Constructions	7,200.00
PO000002169	06/03/2018	Bata	KPG EARTH MOVERS & TRANSPORT	400.00
PO000002169	06/03/2018	JCB Hiring charges	KPG EARTH MOVERS & TRANSPORT	6,500.00
PO000002174	16/03/2018	Charge for CI Make impeller as per sample	VASANTHA ENTERPRISES	3,100.00
PO000002174	16/03/2018	Charge sfor shaft lathe work and key cutting finishing	VASANTHA ENTERPRISES	1,250.00
PO000002174	16/03/2018	Charges for removing&replacing impeller service & assembling	VASANTHA ENTERPRISES	2,750.00
PO000002174	16/03/2018	Seal 28mm	VASANTHA ENTERPRISES	550.00
PO000002186	24/03/2018	Charges for removing damaged flange at pump	VASANTHA ENTERPRISES	2,500.00
PO000002186	24/03/2018	Charges for removing pump -wheel type value	VASANTHA ENTERPRISES	3,000.00
PO000002193	26/03/2018	Provide & applying of three components epoxy tile grout	RVR CONSTRUCTIONS CHEMICALS	3,200.00
PO000002193	26/03/2018	Provide rapid set cementitious plugging mortar	RVR CONSTRUCTIONS CHEMICALS	3,500.00
PO000002197	03/04/2018	Labour charges for fabrication and erection	GANAPATHY ENTERPRISES	9,025.00



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PO000002197	03/04/2018	Labour charges for laying	GANAPATHY ENTERPRISES	783.75
PO000002197	03/04/2018	Labour charges for end termination	GANAPATHY ENTERPRISES	798.00
PO000002197	03/04/2018	Labour charges for laying	GANAPATHY ENTERPRISES	4,322.50
PO000002197	03/04/2018	Labour charges for end termination	GANAPATHY ENTERPRISES	836.00
PO000002197	03/04/2018	Installation of test link box and connection	GANAPATHY ENTERPRISES	285.00
PO000002197	03/04/2018	Installation of counter box and connection	GANAPATHY ENTERPRISES	190.00
PO000002198	03/04/2018	Man power for Dental chair maintenance and service	M. KARTHIK	18,000.00
PO000002221	19/04/2018	Dismantling of split AC	WINSOME POWER TECHNOLOGIES PRIVATE LTD	4,000.00
PO000002221	19/04/2018	Removal & Re erection of Indoor Unit	WINSOME POWER TECHNOLOGIES PRIVATE LTD	1,000.00
PO000002221	19/04/2018	Laying of Soft Drawn Copper Pipes with 9mm Insulation	WINSOME POWER TECHNOLOGIES PRIVATE LTD	12,000.00
PO000002221	19/04/2018	Erection of Cable Casing	WINSOME POWER TECHNOLOGIES PRIVATE LTD	200.00
PO000002221	19/04/2018	Laying of Flexible Cable	WINSOME POWER TECHNOLOGIES PRIVATE LTD	2,185.00
PO000002221	19/04/2018	Laying of 25mm dia PVC Pipe	WINSOME POWER TECHNOLOGIES PRIVATE LTD	2,800.00
PO000002221	19/04/2018	Outdoor Unit - Stand	WINSOME POWER TECHNOLOGIES PRIVATE LTD	700.00
PO000002355	12/07/2018	Painting work charge	GUGA ARTS	11,040.00
PO000002355	12/07/2018	Painting work charge	GUGA ARTS	3,000.00
PO000002390	23/07/2018	Erection charge for Split unit	WINSOME POWER TECHNOLOGIES PRIVATE LTD	16,000.00
PO000002390	23/07/2018	Erection of Cable Casing	WINSOME POWER TECHNOLOGIES PRIVATE LTD	500.00
PO000002390	23/07/2018	Laying of Flexible Cable	WINSOME POWER TECHNOLOGIES PRIVATE LTD	675.00
PO000002390	23/07/2018	Laying of 25mm dia PVC Pipe	WINSOME POWER TECHNOLOGIES PRIVATE LTD	1,500.00
PO000002463	19/09/2018	UT-300 Chair Fabric Changing	SAKTHI ABIRAMI BED MART & LINING WORKS	25,200.00
PO000002463	19/09/2018	UT-300 chair Seat & Rest extra mould changing	SAKTHI ABIRAMI BED MART & LINING WORKS	11,200.00
PO000002463	19/09/2018	UT 300 Chair Bush	SAKTHI ABIRAMI BED MART & LINING WORKS	840.00
PO000002463	19/09/2018	UT 300 Chair Handle	SAKTHI ABIRAMI BED MART & LINING WORKS	900.00
PO000002463	19/09/2018	Doctor Stool Repair	SAKTHI ABIRAMI BED MART & LINING WORKS	88,000.00
PO000002463	19/09/2018	Rexin Changing Work	SAKTHI ABIRAMI BED MART & LINING WORKS	10,000.00
PO000002463	19/09/2018	Doctor Stool Repair	SAKTHI ABIRAMI BED MART & LINING WORKS	9,000.00
PO000002463	19/09/2018	Doctor Stool Repair	SAKTHI ABIRAMI BED MART & LINING WORKS	9,375.00
PO000002463	19/09/2018	Hydraulic Changing	SAKTHI ABIRAMI BED MART & LINING WORKS	28,350.00
PO000002463	19/09/2018	Fabric Changing Work	SAKTHI ABIRAMI BED MART & LINING WORKS	8,000.00
PO000002463	19/09/2018	Wheel Changing	SAKTHI ABIRAMI BED MART & LINING WORKS	1,250.00
PO000002502	26/10/2018	Painting work charge	GUGA ARTS	12,738.00
PO000002503	26/10/2018	Removing the pressed tiles with Cement Mortar	M.K. Constructions	1,050.00
PO000002503	26/10/2018	Providing Shuttering Works	M.K. Constructions	1,600.00
PO000002503	26/10/2018	Providing M20 Grade Concrete	M.K. Constructions	4,320.00

PO000002503	26/10/2018	Plastering Works	M.K. Constructions	8,500.00
PO000002503	26/10/2018	Breaking the Concrete and Rubbish Removing Works	M.K. Constructions	2,100.00
PO000002503	26/10/2018	Providing 9"thick brick work in cm 1:5	M.K. Constructions	900.00
PO000002503	26/10/2018	Providing 4 1/2 thick Brick Work	M.K. Constructions	3,850.00
PO000002503	26/10/2018	Removing the Cast Iron Manhole Cover	M.K. Constructions	1,000.00
PO000002503	26/10/2018	Providing Spout Pipe Holes in Wall and fixing pipe	M.K. Constructions	1,500.00
PO000002503	26/10/2018	Raw Materials shifting Charges	M.K. Constructions	2,000.00
PO000002505	02/11/2018	Providing & fixing of Sun Film for Windows	S N Fabricators	8,960.00
GRANDTOTAL				434,229.25


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CHETTINAD DENTAL COLLEGE & RESEARCH INSTITUTE

Rajiv Gandhi Salai, Kelambakkam, Kanchipuram District, Chennai - 603103

Phone: 044 4741 1000 / 70, Fax : 044 4741 1011

GST NO : 33AAATR3208F1ZZ

WORK ORDER

VENDOR NAME :

Relyon Facility Services Pvt. Ltd

No.2, III Street, Bakthavatchalam Nagar
Adayar

Chennai-

600 020

044-2442 2447

DATE : 18-Jul-2019

PONO : PO000002866

DEPARTMENT : ISD Housekeeping

VENDOR GST NO : 33AAECR9591C1ZA

Dear sir

Kindly arrange to execute the following work on or before

31-05-2020 as per the terms and conditions.

Reference: Your final offer dt:18.06.19

Sl. No	Item Code	Item Description	Comment	Qty	UOM	Unit Cost	Disc %	Tax %	Total
1	SER13002	Manpower services-Attenders and ward boys-Group A	01.06.2019 to 31.05.2020	11	NOS	145332.00	0.00	18%	1598652.00

CGST : 143878.68 / SGST: 143878.68

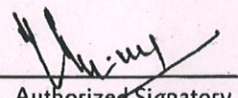
Net Total 1598652.00

Tax Amount 287757.36

In Rupees : EIGHTEEN LAKHS EIGHTY-SIX THOUSAND FOUR HUNDRED NINE AND THIRTY-SIX PAISE ONLY

Total Amount 1886409.36

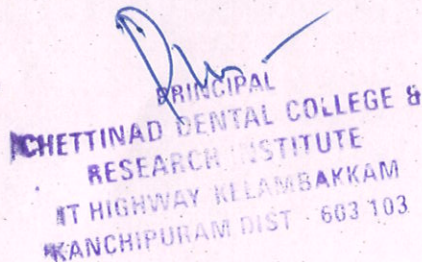

Purchase Officer


Authorized Signatory
19/7

Note :

1. Payments Terms :

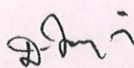
Refer Annexure


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AT HIGHWAY KILAMBAKKAM
KANCHIPURAM DIST - 603 103

Printed Date & Time : 19-July-2019 - 16:07:59

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Page 1 of 1



CHETTINAD DENTAL COLLEGE & RESEARCH INSTITUTE

Rajiv Gandhi Salai, Kelambakkam, Kanchipuram Dist – 603 103

Phone: 044- 4741 1000, Fax: 044 – 4741 1011

Work Order

Ref: CDCRI/INV/19-20/2866

18.07.19

Dear Sir,

Sub: Manpower supply for Attenders, Ward Boys & etc – Reg..

Further to your proposal cited above and subsequent discussions we had with you, we are pleased to enter into the contract for supply of Attenders , Ward Boys & etc as per the details given below.

TERMS & CONDITIONS:

Order Value : **Rs.18,86,409/-** (Rupees eighteen lakhs eighty six thousand four Hundred & nine only). Inclusive of all Taxes, Duties, ESI , Bonus & PF and all other statutory payments. TDS will be deducted as per norms. No additional payment will be made whatsoever may be the reason.

Contract Period : 01.06.2019 to 31.05.2020

Statutory Obligation : Total responsibility on all statutory obligation with regard to the deployment of labours are vested with Relyon. They have to maintain all the required statutory Registers & Records as per the norms.

Billing & Payment : Actual bill will be based on number of workers supplied and on daily wages, and their attendance will be calculated based on the Biometric system in the Client's premise. The billing period shall be monthly, supported with the documents stipulated by us, like certified copies of service reports, previous month's employee's attendance and wage registers, detail of official visits & personal outside visits, permission and contributions to ESI and PF etc. payment shall be made within 7 days after submission of your invoices.

Main Scope Existing all staff to be replaced with new staff within 3 months by Relyon and also the age of staff should be above 18 years and below 50 years. The Contractor should employ at least 75% of Tamil speaking workers as the job includes Patient care .

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[Signature]
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CHETTINAD DENTAL COLLEGE & RESEARCH INSTITUTE

Rajiv Gandhi Salai, Kelambakkam, Kanchipuram Dist – 603 103

Phone: 044- 4741 1000, Fax: 044 – 4741 1011

: 2 ::

Ref: CDCRI/INV/19-20/2866

18.07.19

Legal & Statutory Obligations : Submission of Registration Certificate / Photocopy of the registration as Contractor from the relevant authorities or duly approved license from Statutory Authorities.

: Submission of copy of the Provident Fund and E.S.I. Registration Certificate. Contractor shall deduct the PF & ESI Contributions and other statutory dues as applicable in respect of the persons engaged by them and deposit the same with respective authorities within the specified period as laid down under the applicable Acts and Schemes. These dues shall not in any case fall due on the Management / Institution and the relation between the Contractor and Institution is only an outsourcing relationship and not an Employer – Employee relationship. Submission of copy of preceding month's ESI & PF Remittance Challans at our office between 25th & 30th of every month in prescribed format is mandatory

Any liability arising out of the statutory enactment including all relevant labour laws P.F., ESI, Minimum Wages Act, Payment of Bonus Act, Workmen Compensation Act, Insurance, etc., while rendering the service as envisaged under this Agreement, shall always be borne by the Contractor.

The Contractor will be solely responsible for due observance of the statutory obligations and amendments thereof / conditions/requirement under various laws including all labour laws applicable to them or the persons engaged by them either directly or indirectly within the specified area.

The Contractor shall always remain responsible for payment of salaries/wages to the persons engaged for the purpose of rendering operations/maintenance services on all jobs as envisaged under this contract.

The Contractor will be responsible for the act of omissions and commissions of the persons engaged by them. No claim in this respect will be entertained which would bind the Client to meet or discharge by reasons of any statutory obligations or dictates of law due to the fact of their working in the Clinets's premises

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:: 3 ::

Ref: CDCRI/INV/19-20/2866

18.07.19

The contractor shall not appoint any sub-contractors/petty contractors to carry out the contractual obligations without the written approval from the person authorized by the Client.

The relationship between the Contractor and institution shall be that of "Principle to Principle" and as such institution shall alone determine the manner in accordance with relevant law in which all the obligations shall be met to the satisfaction of the institution.

Each staff is entitled for 4 days National Holidays (ie. 26th January, 1st May, 15th August, 2nd October) and other 5 festival holidays. If in case, the staff have to be present to maintain the essential services the same will be compensated as per minimum wages act.

The work order excludes the bonus components. However, bonus amount will be released based on the documentation proof of employees who are eligible for the bonus during the festival month

Penalties

1. The contractor shall ensure and guarantee the conduct; behaviour and honesty of their staff deputed by them and be solely responsible for all the property of the hospital. Any item found damaged, stolen, pilfered, missing or reportedly theft will be either replaced with the same brand and model by the contractor or actual cost of such item will be deducted from the monthly bill/security deposit of the contractor. The institution shall ensure that the staffs deployed by the party of the contractor are punctual, polite, duty conscious and diligent.
2. **All staff will be on rotation basis in every month. If any shortage of manpower, the penalty charges will be applicable**
3. Any claim on account of any immoral activity by Relyon Staff from any of the outsider like patient, parents etc. will be the sole responsibility of Relyon.
4. All staff should wear uniform & shoes otherwise the necessary penalty will be applicable.

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:: 4 ::

Ref: CDCRI/INV/19-20/2866

18.07.19

Extension of scope : This contract shall extend not only to the existing terms and conditions but also to future amendments/additions/deletions developed and implemented by the Institution in which case however suitable modifications may be carried out by the parties to the terms of this contract if required by a Supplementary contract/contract to give effect to the variance in the existing terms.

Agreement : During the period of this agreement, either party may terminate the contract of agreement by giving 1 month notice period in advance to the other party.

Other Term : Commencing, providing service & labour would automatically mean, that the supplier abides to all the terms & Conditions of the contract and it is deemed to accepted.

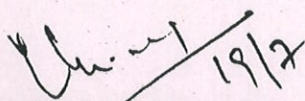
Jurisdiction : All disputes arising out of this transaction shall be subject of Chennai Jurisdiction.


Kindly acknowledge the receipt of this work order as a token of your acceptance.

Thanking you

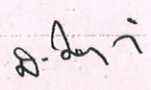
Yours faithfully,

For **Chettinad Dental College & Research Institute.**


Authorised Signatory.
Encl: Annexure – A


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ANNEXURE - A

Ref: CDCRI/INV/19-20/2866

18.07.19

The Contractor shall provide the manpower at various departments of Dental to execute the services as mentioned below.

- The services mentioned below are only illustrative and not exhaustive.
- Receive the patient on admission and assist the patient to getting into or out of the bed
- Attend the personal hygiene of the patients washing and cleaning teeth, changing clothes, giving sponge bath, back care, bowel wash, enema etc.,
- Prepare and transport patient the patient for operation, laboratory, x-ray and other investigation.
- Transport patients to various departments in the hospital as well as outside as required by the patients.
- Help in feeding patients and giving drinking water to patients.
- Will assist in collection, handling and transportation of pathological and other lab specimens and samples.
- Assist the nurse in receiving supplies (hospital consumables and pharmacy) and also run errands to other departments of the hospital in carrying files, reports, messages to other departments and individuals in the hospital.
- Bed making for ambulatory and non ambulatory patients.
- Assist the nurse in getting supplies for the laundry, disinfecting mattresses and dispatching dirty linen to laundry
- Dusting and cleaning patients beds
- Washing and scrubbing of walls and doors in operation theater
- Assist in sterilization of instruments, appliances and dressings including dressing of post operative wounds
- Assist the nursing staff to render first aid to patients in case of emergency
- Assist the technician to prepare dead bodies - arrange for transportation to mortuary and assist in terminal disinfections.
- Will do any other duty that may be assigned relating to patient care

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[Signature]
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Rajiv Gandhi Salai, Kelambakkam, Kanchipuram District, Chennai - 603103

Phone: 044 4741 1000 / 70, Fax : 044 4741 1011

GST NO : 33AAATR3208F1ZZ

WORK ORDER

VENDOR NAME :

Updater Services (P) Ltd

7-21 Shakthi Garden
Off Rajiv Gandhi Salai
Thoraipakkam

Chennai-600097

DATE : 15-Jul-2019

PO NO : PO0000002864

DEPARTMENT : ISD Housekeeping

VENDOR GST NO :

Dear sir

Kindly arrange to execute the following work on or before

31-05-2020 as per the terms and conditions.

Reference: Your final offer mail dt:28.06.19

Sl. No	Item Code	Item Description	Comment	Qty	UOM	Unit Cost	Disc %	Tax %	Total
1	SER19062	Supervisor-Group A - Housekeeping	01.06.2019 to 31.05.2020	1	NOS	179460.00	0.00	18%	179460.00
2	SER19064	Servicemen-Group A-Housekeeping	"	9	NOS	147396.00	0.00	18%	1326564.00
3	SER19065	Servicemen-Group B-Housekeeping	"	3	NOS	174120.00	0.00	18%	522360.00

CGST : 182554.56 / SGST: 182554.56

Net Total 2028384.00

Tax Amount 365109.12

In Rupees : **TWENTY-THREE LAKHS NINETY-THREE THOUSAND FOUR HUNDRED NINETY-THREE AND TWELVE PAISE ONLY**

Total Amount 2393493.12

Purchase Officer 16/7

Authorized Signatory

Note :

1. Payments Terms :

Refer Annexure

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Work Order

Ref: CDCRI/INV/19-20/2864

15.07.19

Sub: Manpower supply – Supervisor, Plumbers & Helpers for maintenance work at Chettinad Health city, kelambakkam – Reg.

Further to your Proposal cited above, and subsequent discussions we had with you, we are pleased to enter into an contract for Manpower supply of Supervisor, Plumbers, Helpers to carryout the maintenance work at Chettinad Health City, Kelambakkam , and the details are :

Terms & Conditions:

- Price** : **Rs.23,93,493/-**-(Rupees twenty three Lakhs ninety three Thousand four hundred & ninety three only).Inclusive of all Taxes, Duties, ESI , Bonus & PF and all other statutory payments. TDS will be deducted as per norms. No additional payment will be made whatsoever may be the reason.
- Contract Period** : 01.06.2019 to 31.05.2020.
- Statutory Obligation** : Total responsibility on all statutory obligation with regard to the deployment of labours are vested with UDS. They have to maintain all the required statutory Registers & Records as per the norms.
- Billing & Payment** : Actual bill will be based on number of workers supplied and on daily wages, and their attendance will be calculated based on the Biometric system in the Client's premise. The billing period shall be monthly, supported with the documents stipulated by us, like certified copies of service reports, previous month's employee's attendance and wage registers, detail of official visits & personal outside visits, permission and contributions to ESI and PF etc.payment shall be made within 7days after submission of your invoices.
- Main Scope** : **Existing all staff to be replaced with new staff within 3 months by UDS and also the age of staff should be above 18 years and below 50 years.**

Principal
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Legal & Statutory Obligations : Submission of Registration Certificate / Photocopy of the registration as Contractor from the relevant authorities or duly approved license from Statutory Authorities.

: Submission of copy of the Provident Fund and E.S.I. Registration Certificate. Contractor shall deduct the PF & ESI Contributions and other statutory dues as applicable in respect of the persons engaged by them and deposit the same with respective authorities within the specified period as laid down under the applicable Acts and Schemes. These dues shall not in any case fall due on the Management / Institution and the relation between the Contractor and Institution is only an outsourcing relationship and not an Employer – Employee relationship. Submission of copy of preceding month's ESI & PF Remittance Challans at our office between 25th & 30th of every month in prescribed format is mandatory

Any liability arising out of the statutory enactment including all relevant labour laws P.F., ESI, Minimum Wages Act, Payment of Bonus Act, Workmen Compensation Act & etc., while rendering the service as envisaged under this Agreement, shall always be borne by the Contractor.

The Contractor will be solely responsible for due observance of the statutory obligations and amendments thereof / conditions/requirement under various laws including all labour laws applicable to them or the persons engaged by them either directly or indirectly within the specified area.

The Contractor shall always remain responsible for payment of salaries/wages to the persons engaged for the purpose of rendering operations/maintenance services on all jobs as envisaged under this contract.

The Contractor will be responsible for the act of omissions and commissions of the persons engaged by them. No claim in this respect will be entertained which would bind the Client to meet or discharge by reasons of any statutory obligations or dictates of law due to the fact of their working in the Clinets's premises

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The contractor shall not appoint any sub-contractors/petty contractors to carry out the contractual obligations without the written approval from the person authorized by the Client.

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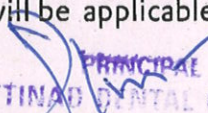
Each staff is entitled for 4 days National Holidays (ie. 26th January, 1st May, 15th August, 2nd October) and other 5 festival holidays. If in case, the staff have to be present to maintain the essential services the same will be compensated as per minimum wages act.

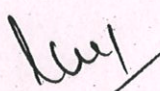
The work order includes the bonus for all the employees. However bonus will be paid by the contractor to the workers only who are eligible under bonus act during the festival month

Penalties

1. The contractor shall ensure and guarantee the conduct; behaviour and honesty of their staff deputed by them and be solely responsible for all the property of the hospital. Any item found damaged, stolen, pilfered, missing or reportedly theft will be either replaced with the same brand and model by the contractor or actual cost of such item will be deducted from the monthly bill/security deposit of the contractor. The institution shall ensure that the staffs deployed by the party of the contractor are punctual, polite, duty conscious and diligent.
2. All staff will be on rotation basis in every month. If any shortage of manpower, the penalty charges will be applicable
3. Any claim on account of any immoral activity by UDS Staff from any of the outsider like patient, parents etc. will be the sole responsibility of UDS.
4. All staff should wear uniform & shoes otherwise the necessary penalty will be applicable.

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:: 4 ::

- Extension of scope :** This contract shall extend not only to the existing terms and conditions but also to future amendments/additions/deletions developed and implemented by the Institution in which case however suitable modifications may be carried out by the parties to the terms of this contract if required by a Supplementary contract/contract to give effect to the variance in the existing terms.
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- Jurisdiction :** All disputes arising out of this transaction shall be subject of Chennai Jurisdiction.

Kindly acknowledge the receipt of this work order as a token of your acceptance.


Thanking you

Yours faithfully,

For **Chettinad Dental College & Research Institute.**


Authorised Signatory.

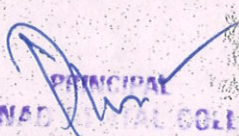
Encl: Annexure – 1 (Scope of Services, Responsibilities & Schedule of Services)


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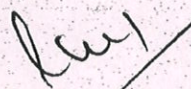
ANNEXURE - I

SCOPE OF SERVICES (UDS)

S.No.	Activities	Responsibility
1	Routine Cleaning	Cleaning Tasks to ensure that offices, toilets, meeting areas, public areas & all other routine work areas, furniture & floor spaces are maintained to a high level of general cleanliness and remain presentable and fit for their intended purpose.
2	Reactive Cleaning	Reactive Cleaning to maintain full & safe use of facilities - Response to spillages, replenishing consumables & monitoring the cleanliness of all sanitary facilities
3	Periodic Cleaning	Activity includes all deep cleaning and periodic cleaning activities of the communal & public areas and activities that require more frequent cleaning than routine cleaning including kitchen, Food Court.
4	Monitoring	On a daily basis to ensure high quality service of the following:
		✓ Cleaning of Floor Area / Wards / Operation Theatre / Toilets
		✓ Cleaning of Garbage / Mopping of Floor Area with Disinfectants Chemicals.
		✓ Patient Assistance / Ward Assistance.
		✓ Internal Transport of Patients / Bed making
		✓ Internal Area Cleaning (Lobby, Staircase, Walkways, lifts, Corridors, Sub Corridors, Common Area toilets etc.
		✓ External - Common Area Cleaning (Roads and Walkways, Parking area, Entrance gate, Security Cabin etc.)
		✓ Upkeep of various wards.
		✓ Cleaning of occupied and discharged rooms / Toilets, Twice in a day (Morning & Evening) and as and when required.
		✓ Ensuring that the room is ready for admission.
		✓ Cleaning of various departments / Labs.
		✓ Sterile Area / Restricted area - Laboratory, Imaging Services, ECG, Investigation depts., Front Office, Pantry, Nurses Station, Food Court, etc.


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ANNEXURE - I

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RESPONSIBILITIES (UDS)

S.No.	Activities	Responsibility
1	Absenteeism	In case a section of the service staff indulge in absenteeism with or without sufficient notice, UDS will adopt following measures to continue the operations. ✓ Replacement / Substitution of minimal manpower will be done within 30 minutes from our buffer / alternate sites.

PERFORMANCE METRICS (UDS)

S.No.	Activities	Performance Measure	Target to be Achieved
1	Cleanliness of common area pavements	No. of Customer Complaints	Not more than 2 in a month
2	Waste Removal	No. of Complaints over flowing dustbins. No. of Complaints regarding dumped waste	Not more than 2 in a month. Not even 1 complaint.
3	Cleanliness of rest rooms	No. of complaints on cleanliness in rest rooms	Not more than 2 complaints in 3 months.
4	Cleanliness of workstation / Tables	Observations made during facility audits	Non Conformities less than 2 in 3 months.
5	Office internal areas	Customer feed back	Feedback rating of Good more than 80%
6	Hard Floor	Gloss meter reading	Gloss level should be maintained above 70%
7	Soft floor (carpeted / vinyl covered etc.)	Visual inspection during facility audit - soil free and spotless	Not more than 3 in a month.

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ANNEXURE - I

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SCHEDULE OF SERVICES (UDS)

S.No.	Area	Job Description	Frequency	Out Put
1	Reception, Admin & Office Area	Cleaning of all furniture	Once	Dust free Environment
		Cleaning of Glass doors & Windows	Twice	No Steak Marks
		Sweeping Dry Cleaning of Floors	Twice	Clean Environment
		Dry Mopping of Floors	Twice	Infection Free, Sterile
		Wet Mopping of Floors	Twice	Infection Free, Sterile
		Cleaning of Trash Bins	Twice	No Over Flowing / Unpleasant Odour
		Toilet Cleaning	On going	Cleaning dry no foul odours.
2	Wards & Labs	Sweeping Dry Cleaning of Floors	Twice	Clean Environment
		Cleaning of Glass doors & Windows	Twice	No Steak Marks
		Wet Mopping of Floors	Twice	Infection Free, Sterile
		Cleaning of Trash Bins	Twice	No Over Flowing / Unpleasant Odour
		Toilet Cleaning	On going	Cleaning dry no foul odours.
3	Surrounding Peripheral Area	Sweeping the area	Twice	Clean Environment
		Litter Picking	Ongoing	Litter free
		Cleaning all Drainage	Twice	No over flowing of drains
4	Boys Hostel	Rooms Cleaning	Once in a week	Clean Environment
5	Girls Hostel	Rooms Cleaning	Twice in a week	Clean Environment
6	Hostels	Common Area & Common toilets	Twice in a day	Clean Environment

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ANNEXURE - I

:: 4 ::

- > Special Emphasis on proper disposal of waste generated at site.
- > Identify the different types of wastes generated & segregate the same.
- > Colour Coding of each type of waste with specific colour bins.
- > Easy identification by users.
- > Disposal of Bio Medical waste to vendor.

Note: However UDS has to comply with the requirements and the need as specified by CARE from time to time.

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