

**CHECK LIST – PRINCIPAL EMPLOYER**

**ANNEXURE – A**

Sl. No:	Particulars	Description	PDF Attachment
1	Name and Address of the P.E.	Indira Gandhi Delhi Technical University for Women (IGDTUW), Kashmere Gate, Delhi-6	
2	Website address	www.igdtuw.ac.in	
3	Name and address of the proprietor/ Director/ Partners	Indira Gandhi Delhi Technical University for Women (IGDTUW), Kashmere Gate, Delhi-6	
4	Phone/Mobile Number and E-mail I.D. of establishment/person incharge of contract work	Phone No: 23900221 registrar@igit.ac.in	
5	Name and address of the place/ site where the contract workers are to be employed	Indira Gandhi Delhi Technical University for Women (IGDTUW), Kashmere Gate, Delhi-6	
6	Phone/Mobile Number and E-mail ID of person incharge of the site	Phone No: 23900221 registrar@igit.ac.in	
7	Copy of Power of Attorney/Board resolution authorizing to act as P.E.		Annexure 'A' attached
8	Copy of MOA/AOA/Partnership Deed/Proprietor's I.D. Proof		
9	Nature of Work for which contract workers are to be engaged/employed	1. Security Services 2. Sanitation & Housekeeping services	
10	Form "V" issued by P.E. to each contractor Rule 21(2)		Annexure 'B' & 'C' attached
11	Notice of commencement/completion of contract work- Rule 81 (3)		Annexure 'D' attached
12	Application in Form I-Rule 17(1)		Annexure 'E' attached
13	Agreement with each contractor along with rate & no. of workers for which contract has been given		Annexure 'F' & 'G' attached
14	Letter of extension of contract period issued to contractors, in case of renewal of license	NA	
15	Affidavit by P.E. regarding compliance of Rule 25(2) (V) and that wages to contract workers are being paid through Account payee Cheque/ECS.		Annexure 'H' attached
16	Name and designation of the person authorized under Rule	Mr. S. N. Jha, Registrar, IGDTUW, Kashmere Gate, Delhi-6	
17	Challan of Registration Fees (G.A.R.-7)		
18	Registration Certificate No. under CLRA Act, 1970		
19	Registration Number/ Certificate under the Companies Act, 1956		
20	Registration Number/ Certificate under the Delhi Shops & Establishment Act, 1954/ Factories Act. 1948		
21	Copy of application for amendment		
22	Annual Return- Rule 82 (2)		

28

28/5/13

16/c

(TO BE PUBLISHED IN PART IV OF DELHI GAZETE EXTRA ORDINARY)


GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110088.

F. NO. 1(2016)/SB/DTTE/2012/786-785 Delhi dated the 1<sup>st</sup> May, 2013

NOTIFICATION


F1 (2016)/SB/DTTE/2012/ \_\_\_\_\_ - In exercise of powers conferred under sub- section (1) of section 3 of the Indira Gandhi Delhi Technical University for Women Act, 2012, (Delhi Act 09 of 2012), the Lieutenant Governor of the National Capital Territory of Delhi hereby appoints 01<sup>st</sup> May 2013 as the date of on which the University by the name of Indira Gandhi Delhi Technical University for Women shall be established.

By order and in the name of  
Lt. Governor of the National Capital Territory of Delhi,

  
(A.K. Gupta)  
Deputy Director (Sectt Branch)

Copy to:

1. In Secretary to Lt Governor, Raj Niwas New Delhi
2. In Secretary to C.M, Delhi Sectt New Delhi
3. In Secretary, GAD, Delhi Sectt, New Delhi with the request to be published in Delhi Gazette (Extra-Ordinary IV) in today's date.
4. In Secretary, Law Department, Delhi Sectt, New Delhi
5. Secretary, Legislative Assembly, Old Sectt Delhi
6. OSD to Chief Secretary, Delhi Sectt, New Delhi

  
(A.K. Gupta)  
Deputy Director (Sectt Branch)



(27) 27/10

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi-110006

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**FORM V**

[ See Rule 21(2) ]

**FORM OF CERTIFICATE BY PRINCIPAL EMPLOYER**

Certified that I have engaged M/s Rakshak Securitas (Pvt) Ltd, T-5, Plot No:12, Manish Plaza-III, Sector-10, Dwarka, New Delhi- 110075, as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971, in so far as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

IGDTUW, Kashmere Gate, Delhi  
14/05/2015

  
(S.N. JHA)  
**REGISTRAR**  
Registrar

Indira Gandhi Delhi Technical  
University for Women  
Kashmere Gate, Delhi-110006

966/10/9A  
18/5/15



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi-110006

26  
20/5

**FORM V**  
[See rule 21(2)]  
**FORM OF CERTIFICATE BY PRINCIPAL EMPLOYER**

Certified that I have engaged the **M/s Acme Excellent Management Pvt Ltd**, E-5, UGF, DDA Market, MOR Land, New Rajinder Nagar, New Delhi – 110060, as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971, in so far as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

IGDTUW, Kashmere Gate, Delhi.  
01/05/2015

  
(S.N. JHA)  
Registrar

137/A0/NA  
5/5/15

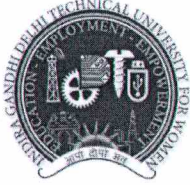
Form VI-B

[ See Rule 81(3) ]

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**NOTICE OF COMMENCEMENT /COMPLETION OF CONTRACT WORK**

1.	Name of the principal Employer and address	Indira Gandhi Delhi Technical University for Women (IGDTUW), Kashmere Gate, Delhi-6
2.	No. and date of certificate of registration	
3.	I/We hereby intimate that the contract work(Name of work) given to (Name and address of the contractor) having licence No. and dated has been commenced/completed with effect from (date)/ on (date).	Annexure attached
<p>To The Inspector</p> <p style="text-align: right;">Signature of the Principal Employer Registrar Indira Gandhi Delhi Technical University for Women Kashmere Gate, Delhi-110019</p>		



(24)  
24/12

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
**(Established by Govt. of Delhi vide Act 09 of 2012)**  
**Kashmere Gate, Delhi-110006**

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Sl. No.	Name and address of contractor	Nature of work on contract	Location of contract work	Period of contract		Maximum No. of workmen employed by contractor
				From	To	
1	2	3	4	5	6	7
1	Sh. SB Singh, Company: M/s Rakshak Securitas (Pvt) Ltd, T-5, Plot No:12, Manish Plaza-III, Sector-10, Dwarka, New Delhi- 110075	Security Service	IGDTUW Campus	01/06/2014	30/05/2016	66
2	Mr. P.N. Bedi, Company: M/s Acme Excellent Management Private Ltd., E-5, UGF, DDA Market, M.O.R. Land, New Rajinder Nagar, New Delhi-110060	Sanitation & Housekeeping Services	IGDTUW Campus	16/12/2014	15/12/2016	40

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23/10

## FORM I

[ See Rule 17(1) ]

APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING CONTRACT LABOUR	
1	Name & Location of Establishment Indira Gandhi Delhi Technical University for Women (IGDTUW), Kashmere Gate, Delhi-6
2	Postal Address of the Establishment Same as above
3	Full Name & Address of PE Same as above
4	Full Name and address of Manager or person responsible for supervision and control of establishment Mr. S.N. Jha, Registrar, Indira Gandhi Delhi Technical University for Women (IGDTUW), Kashmere Gate, Delhi-6
5	Name of work carried on in the Estt 1. Security Services 2. Sanitation & Housekeeping Services
6	Particulars of Contractors and Contract Labour
	(a) Name & Address of Contractors <b>1. Security Services</b> (Sh. SB Singh, Company: M/s Rakshak Securitas (Pvt) Ltd, T-5, Plot No:12, Manish Plaza-III, Sector-10, Dwarka, New Delhi- 110075.) <b>2. Sanitation &amp; Housekeeping services</b> (Mr. P.N. Bedi, Company: M/s Acme Excellent Management Private Ltd., E-5, UGF, DDA Market, M.O.R. Land, New Rajinder Nagar, New Delhi-110060)
	(b) Nature of work in which contract labour is employed or is to be employed As above
	(c) Maximum number of contract labour to be employed on any day through each contractor 1. 66 Personnel for Security Services 2. 40 personnel for Sanitation & Housekeeping Services
	(cc) Estimated dte of commencement of each contract work under each contractor 1. Security Services commenced w.e.f.01/06/2014 2. Sanitation & HK Services commenced w.e.f. 16/12/2014
	(d) Estimated date of termination of employment of contract labour under each contractor 1. Security Services, w.e.f.01/05/2016 2. Sanitation & HK Services, w.e.f. 15/12/2016
7	Particulars of DD enclosed (Name of Bank, amount, DD No: & date)
I hereby declare that the particulars given above are true to the best of my knowledge and belief.	
 Principal Employer Seal and Stamp	
Office of the Registering Officer	
Registrar Indira Gandhi Delhi Technical University for Women Kashmere Gate, Delhi-6	
Kashmere Gate Date:	
Date of Receipt of application	



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23/1

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
**(Established by Govt. of Delhi vide Act 09 of 2012)**  
**Kashmere Gate, Delhi-110006**

Sl. No.	Name and address of contractor	Nature of work on contract	Location of contract work	Period of contract		Maximum No. of workmen employed by contractor
				From	To	
1	2	3	4	5	6	7
1	Sh. SB Singh, Company: M/s Rakshak Securitas (Pvt) Ltd, T-5, Plot No:12, Manish Plaza-III, Sector-10, Dwarka, New Delhi- 110075	Security Service	IGDTUW Campus	01/06/2014	30/05/2016	66
2	Mr. P.N. Bedi, Company: M/s Acme Excellent Management Private Ltd., E-5, UGF, DDA Market, M.O.R. Land, New Rajinder Nagar, New Delhi- 110060	Sanitation & Housekeeping Services	IGDTUW Campus	16/12/2014	15/12/2016	40



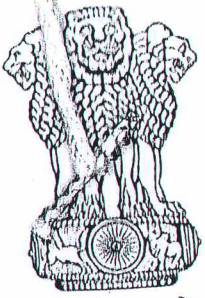
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INDIA NATIONAL CAPITAL

Government of National Capital Territory of Delhi

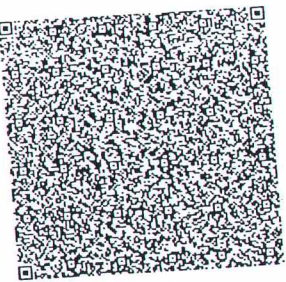
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Certificate No.  
 Certificate Issued Date  
 Account Reference  
 Unique Doc. Reference  
 Purchased by  
 Description of Document  
 Property Description  
 Consideration Price (Rs.)  
 First Party  
 Second Party  
 Stamp Duty Paid By  
 Stamp Duty Amount(Rs.)

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 : 14-May-2014 08:02 PM  
 : IMPACC (FR)/ dl822314/ DELHI/ DL-DLH  
 : SUBIN-DL82231409450532143838M  
 : RAKSHAK SECURITAS PVT LTD  
 : Article 5 General Agreement  
 : Not Applicable  
 : 0  
 : (Zero)  
 : RAKSHAK SECURITAS PVT LTD  
 : Not Applicable  
 : RAKSHAK SECURITAS PVT LTD  
 : 100  
 : (One Hundred only)



Please write or type below this line

Agreement  
 Name of work: Providing Security Service round-the-clock security services in Indira Gandhi Delhi Technical University for women, Kashmir Gate, Campus, New Delhi

RAKSHAK SECURITAS PVT LTD.  
 T-5, Plot No.-12, Manish Plaza-3  
 Sector-10, Dwarka, New Delhi-75  
 Tel.: 011-46321103  
 Fax No: 011-46321103

*[Handwritten Signature]*

Statutory Alert:

1 The authenticity of this Stamp Certificate should be verified at "www.shciestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.  
 2 The onus of checking the legitimacy is on the users of the certificate

11/05/2014

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FORM OF AGREEMENT

THIS AGREEMENT is made on the 30 day of May (Month) 2014 (Year) between the Lt. Governor, NCT of Delhi through Administrative Officer, IGDTUW, GNCT Delhi, Kashmere Gate Delhi (hereinafter called "the University" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND Rakesh Security Pvt Ltd, T-5, Sector 10, Dwarka, N/Delhi (Name and address of the contractor) through Shri SB Singh, authorized representative (hereinafter called "the Contractor" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security services to the IGDTUW (Name of the University)

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Contract conditions and service level of the contract hereinafter referred to as bid documents.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:

- a. Letter of acceptance of award of contract;
- b. General/Special conditions of contract and service level;
- c. Notice inviting Tender;
- d. Financial Bid;
- e. Scope of service;
- f. Addendums, if any; and
- g. Any other documents forming part of the contract.

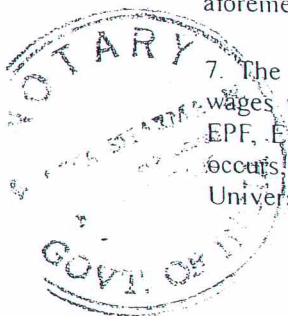
3. This Agreement is for a normal contract period of 2 years unless terminated earlier as per the contract conditions. This is extendable also for an additional period upto one year maximum and each time extension shall not be for more than six months.

4. The Contractor agrees that in course of providing the requisite services, it will deploy adequate number of Security personnel at each security point where security personnel are required as per the bid documents and they shall be the employees of the Contractor for the purpose of this Agreement and not of the University.

5. In consideration of the payments to be made by the University to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the University to execute and provide the security services w.e.f 01-06-2014 as per the provisions of this Agreement and the bid documents. The Contractor also agrees that it will ensure that no security breach takes place in the premises.

6. The University hereby covenants to pay the Contractor in consideration of the execution and completion of the services as per this Agreement tender document at the rate of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ (in words) per month. The service tax shall be paid over and above the aforementioned amount which the Contractor shall regularly pay to the Service Tax University.

7. The contractor shall also timely disburse through electronic transfer mode to the employees the wages which should be compliant to the prevailing minimum wages and shall mandatorily include EPF, ESI, Bonus etc as admissible. In case, violation of the prevailing rules/laws in such matters occurs, it shall be the complete responsibility of the Contractor & the Contractor indemnifies the University from any loss or damage that may occur.



Formal Signature  
Signature  
Page 2 of 3

Handwritten numbers '20' and '40' in circles, and a signature '20/11'.

IN WITNESS WHERE OF: the parties hereto have signed the Agreement on the day and the year written above.

For and on behalf of the  
Lt. Governor, NCT of Delhi

For and on behalf of the Contractor

Authorized Signatory *[Signature]*

Authorized Signatory *[Signature]*

(Name: )  
(Designation: )

(Name: )  
(Designation: *SBS Singh*  
*VP - Finance*)

Seal of Contractor

Seal of University  
(From the University side)



1. Witness \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No: *[Signature]*

2. Witness \_\_\_\_\_

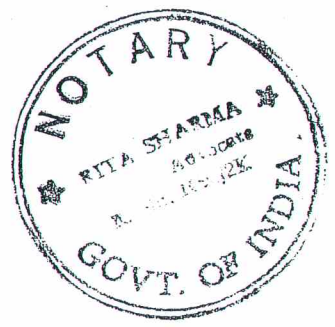
(From the Contractor side)

Name *LN Napsaran*

Address *1-5, Plot No. 115, Main Road, Sector 10, Lwe*

Telephone No: *Fax*

(Note:-The University should ensure that the person signing the agreement on behalf of contractor should be either proprietor himself or one of the authorized partners or one of Directors in case of bidding company)



ATTESTED

Notary Public, Delhi

*[Signature]*  
Authorized Signatory

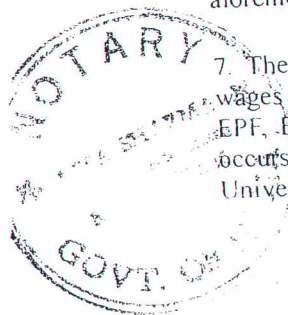
Page 3 of 3

FORM OF AGREEMENT

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NOW THIS AGREEMENT WITNESSETH as follows:-

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2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. General/Special conditions of contract and service level;
  - c. Notice inviting Tender;
  - d. Financial Bid;
  - e. Scope of service;
  - f. Addendums, if any; and
  - g. Any other documents forming part of the contract.
3. This Agreement is for a normal contract period of 2 years unless terminated earlier as per the contract conditions. This is extendable also for an additional period upto one year maximum and each time extension shall not be for more than six months.
4. The Contractor agrees that in course of providing the requisite services, it will deploy adequate number of Security personnel at each security point where security personnel are required as per the bid documents and they shall be the employees of the Contractor for the purpose of this Agreement and not of the University.
5. In consideration of the payments to be made by the University to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the University to execute and provide the security services w.e.f 01-06-2014 as per the provisions of this Agreement and the bid documents. The Contractor also agrees that it will ensure that no security breach takes place in the premises.
6. The University hereby covenants to pay the Contractor in consideration of the execution and completion of the services as per this Agreement tender document at the rate of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ (in words) per month. The service tax shall be paid over and above the aforementioned amount which the Contractor shall regularly pay to the Service Tax University.
7. The contractor shall also timely disburse through electronic transfer mode to the employees the wages which should be compliant to the prevailing minimum wages and shall mandatorily include EPF, ESI, Bonus etc as admissible. In case, violation of the prevailing rules/laws in such matters occurs, it shall be the complete responsibility of the Contractor & the Contractor indemnifies the University from any loss or damage that may occur.



Signature of Authorized Signatory

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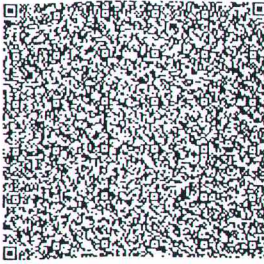
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## INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

### e-Stamp

Certificate No. : IN-DL53927037601432N  
Certificate Issued Date : 06-Jan-2015 12:26 PM  
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Unique Doc. Reference : SUBIN-DL88490304767236947073N  
Purchased by : ACME EXCELLENT  
Description of Document : Article 5 General Agreement  
Property Description : Not Applicable  
Consideration Price (Rs.) : 0  
(Zero)  
First Party : ACME EXCELLENT  
Second Party : Not Applicable  
Stamp Duty Paid By : ACME EXCELLENT  
Stamp Duty Amount(Rs.) : 100  
(One Hundred only)



Please write or type below this line.

### Agreement

The Agreement is made at New Delhi on .....for the period of two year from 16.12.2014 to 15.12.2016 between Indra Gandhi Delhi Technical University for Women (Formerly IGIT) represented by Sh. S.N Jha (Registrar) herein after referred to as "First Party" which expression shall unless excluded by or repugnant to the context be deemed to include his successor in office and assigns on the one part and M/s Acme Excellent Management Pvt. Ltd. E-5, UGF, LSC MOR Land New Rajinder Nagar New Delhi herein after referred to as "Second Party" acting through its authorized representative Mr. P.N Bedi with its registered office at E-5, UGF, LSC MOR Land New Rajinder Nagar New Delhi which expression shall unless excluded by or repugnant to the context shall include its representative administrator, executives and assign on the Second party.

Cont. page..2

Acme Excellent Management Private Limited

#### Statutory Alert:

1. The authenticity of this Stamp Certificate should be verified at "www.shclostamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate
3. In case of any discrepancy please inform the Competent Authority.

Authorised Signatory

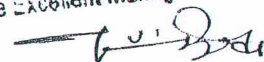
the first party which is has been the desirous of availing the Sanitation/ Housekeeping Services of the Indira Gandhi Delhi Technical University for Women at Kashmere Gate, Campus Delhi, And whereas M/s Acme Excellent Management Pvt. Ltd. . E-5, UGF, LSC MOR Land New Rajinder Nagar New Delhi has agreed to perform the said Housekeeping/ Sanitation Services of the IGDTUW as mentioned in this agreement and limited to be covered by this agreement. Now, therefore, it is hereby mutually agreed as follows:

(17) 22/1/16  
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### 1. SCOPE OF WORK TO BE EXECUTED BY THE AGENCY

1. The Agency shall be fully responsible for the Sanitation/Housekeeping services in the IGDTUW as laid down in the tender and the agency shall work under overall supervision and direction of the General Administration Branch, IGDTUW Kashmere Gate, Delhi.
2. The minimum manpower as per the requirement (Male+Female) to be deployed at IGDTUW, Kashmere Gate campus shall be 40 (38 sweepers including sewer man and two Supervisors) during 7.00 A.M. to 3.00 P.M. out of which the deployment of at least ten Sweepers, one supervisor should there be between 3.00 P.M. to 6.00 P.M.
3. Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30 AM on all working days/Saturday & Sunday. In case the work is not completed before 8.30 AM on any day, then the same shall not be considered for payment for that particular day and pro-rata deduction will be made for that day and damages of Rs.1000/- per day for such delay shall also be imposed and recovered from the Contractor in the bills. Some activities such as garbage removal, insecticide/pesticide application etc. shall be completed in the evening after office hours (i.e. 6:00 PM onwards), on day-to-day basis. No spillover of the above work for the next day shall be permitted under any circumstances.
4. However, regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) Lobby, Corridors and other areas shall be done continuously during office hours (at the regular interval as per requirement, usage and instruction given by the GA/Concerned Department from 9.00 AM to 6.00 PM i.e. during office hours and beyond or any other work assigned form time to time).
5. The Contracting agency shall make arrangements of providing adequate number of dustbins and also refill the sanitary cubes, deodorizer, and other consumables like Air Fresheners, Phenyl, toilet roll, tissue box and liquid soap for hand wash in all toilets and the cost of consumables and cleaning materials will be borne by the contracting agency.
6. Agency shall arrange to spray air fresheners in officers' rooms, conference halls, auditorium, on daily basis and whenever required. The cost of the spray will be borne by the Agency.
7. All materials to be used for cleaning and other consumables (**Annexure IV**), shall be in conformity with the specifications / brand /make of government approved standards. The samples have to be got approved from the General Administration Deptt. by the Contracting agency.
8. The work to be carried out under this tender shall also include arranging of vacuum-cleaners, scrubbing and polishing machines and equipments which are required to be used during execution of the work. Vacuum cleaning, scrubbing and polishing through machines and equipments to be done on regular basis. All the machineries used should be appropriate for the surfaces existing on the Site and in no way damage the surface/fixtures/fittings/furniture beyond normal wear and tear. In case the agency or its employee damages the surface/fixtures/fittings/furniture, the Department will be well within its right to recover the cost of restoring the damaged area and/or impose a penalty on the agency. The decision of the Vice-Chancellor, IGDTUW, Kashmere Gate, Delhi-110006 will be final and binding on the agency.

For Acme Excellent Management Private Limited



Authorised Signatory

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MP

9. For the purpose of Sanitation/House Keeping work, the entire site is broadly divided into three parts, namely, non-carpeted covered area, carpeted covered area and open area.
10. Disposal of waste/garbage should be done on daily basis at the appropriate and approved site by the Agency at their cost as per Govt. regulatory.

**2. THE DETAILS OF THE AREA COVERED UNDER THIS SCOPE OF WORK ARE AS UNDER:-**

1. Area details:

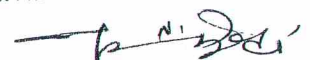
Specification	Campus	IGDTUW
1. Covered Area		29423 Sq. meter
2. Open Area(Soft & Hard)		15000 Sq. meter
3. Toilet/ Bathroom		61 Nos.

2. This also includes cleaning of computers, machines, other office equipments, internal vertical surface (Marble, glass panels and painted surface etc), ceiling & fixtures, electric fans etc.
3. The periodicity with which the job is to be carried out at the site is broadly divided into four categories namely (A) Daily, (B) Weekly (C) Fortnightly and (D) Monthly.

**(A) DETAILS OF JOBS TO BE CARRIED OUT TWICE IN A DAY ARE AS UNDER: -**

1. General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, class rooms, Labs, workshops, open office halls, conference rooms (Halls), Library, reception, corridors, stairs, Air Handling Unit area, space for water coolers & toilets, parking areas, service area, all roads inside IGDTUW and all unspecified areas/location within the IGDTUW.
2. Removal and disposal of garbage from dustbins in plastic bags. Replacing old plastic bags with new plastic bags. **Carrying of garbage in trolley with high quality rubber wheels. No garbage will be left in the site overnight.** The plastic bag for the dustbins and for carrying the garbage will have to be provided by the agency.
3. Removal and disposal of waste papers, packing material, plants leaves/grass blades (waste) etc. and any other garbage from the entire premises including the staircases, lift areas, open area etc.
4. Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
5. Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, Auditorium, reception, toilets etc. and stain removing of the furniture and equipments.
6. Air-freshener spray in conference room (if required), Auditorium, Air Handling Unit, officer's rooms once in a day and also on requirement basis as directed by the department.

For Acme Excellent Management



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7. Cleaning and dusting of Lab equipments, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the Site.
8. Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
9. Cleaning and dusting of planters, paintings, posters, notice-boards etc.
10. Removal of bird and animal droppings and other dirt on the inner walls or on the foot of doors, ventilators etc. as and when required.
11. Mosquito/Flies Control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flies. Spraying at all the entry and exit points and reception area to be done on daily basis.
12. The biodegradable and non-biodegradable waste shall be segregated and disposed off by the contracting agency on day-to-day basis and required numbers of dustbins will have to be provided by the Agency. The agency should follow the government guidelines/Act in this regard.
13. Insect/pest control complaints should be attended on all days. Necessary, qualified, manpower for the purpose should be available on site for immediate attention and to prevent the further growth.
14. The above mentioned work from (1) to (13) are to be carried out on all days and also on requirement basis as directed by department, however, two sanitation workers to be kept on standby at Administrative Block on Public holidays for the upkeep of Administrative Block and to attend any emergency requirement.
15. Cleaning of Toilet Blocks, the agency should ensure that:
  - There is no foul smell in the toilet blocks.
  - The urinal pots, WC, wash basin, mirror etc. in the toilet blocks are cleaned by using good quality cleaning material.
  - All toilets seats are clean and dry.
  - Floor of the toilets should be clean and dry.
  - The garbage bin kept in the toilets should be cleaned at least once in a day and as per requirement.
  - Refill soap dispensers where required and wipe clean.
  - Replenish toilet paper, soaps, liquid soaps as necessary.
  - Disinfect around all sanitary ware and wash basins.

For Agency Resident Management



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**DETAILS OF JOBS TO BE CARRIED OUT WEEKLY ARE AS UNDER:**

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1. Machine and Hand scrubbing and thorough cleaning / washing of the entire floor area by using approved cleaning material and dry/wet mopping.
2. Dusting of walls, roofs etc. from top downward and removal of cobweb.
3. Polishing of brass / copper fixtures.
4. Cleaning of window panes and partition door.
5. Cleaning of drinking water coolers area, dustbins, buckets etc. with detergents.
6. Cleaning and dusting of Ventilator blinds and brushing of upholstered chairs and sofas.
7. Washing of dustbins and buckets with detergent.
8. Washing of corridors and wall tiles with detergent/disinfectinizer.
9. Merchandise washing and scrubbing of floor area with detergent/disinfectinizer and polishing of floors.
10. Removal and disposal of poster, banners and hoardings inside and outside IGDTUW covered in the tender.
11. Insect/pest control treatment should be extensively carried out in the Site on every Weekend.
12. Cleaning with acid of sanitary wares.

**(C) DETAILS OF JOBS TO BE CARRIED OUT FORTNIGHTLY ARE AS UNDER:**

1. Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.
2. Cleaning of sign boards, nameplates and paintings etc.
3. Adult Mosquito Control treatment will be done by means of spraying to get rid of all adult insects within the premises. This treatment will be done by means of fogging to get rid of Adult insects hidden in A.C. ducts, behind the furniture and all other hidden places.
4. Larva Control treatment (along the boundary wall) will be done by spraying of pesticides to stop breeding on any places of stagnant water.
5. In case of any challan by Municipal Authorities due to non-control of breeding of Mosquitoes, it will be entire responsibility of Contractor and penalty, if any, will be borne by the Agency.

**(D) DETAILS OF JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER:**

1. Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables, etc.
2. General cleaning / dusting of panels, posters etc.
3. Polishing of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles, etc.
4. Removal of cobwebs in back / hidden areas in places like electrical substations, U.P.S. room, telephone exchange etc.
5. Removal of weeds from edges of paths / roads, paved-laid area, corners, crevices in terraces, etc.
6. Insect Control/Disinfectization treatment will be done by means of spraying in Toilets to get rid of ticks, cockroaches, ants, beetles, etc.

**MATERIAL & EQUIPMENT**

The indicative list of Tools and cleaning equipment to be deployed by the agency are as under: -

- |   |   |
|---|---|
| (a) Two, Three, Four wheeled Trolley and Cycle rickshaw (for garbage removal) | (m) Squeezes 18", 24" etc.                            |
| (b) Four legged stools Industrial or balanced ladders                         | (n) Glass squeezes (wet and dry)                      |
| (c) Industrial Vacuum cleaners  | (o) W/C brush   |
| (d) Heavy duty scrubbing machine  | (p) Buckets   |
| (e) High Power Jet Machine-   | (q) Long handled cobweb brushes pads                  |
| (f) Heavy duty polishing machine with pads                                    | (r) Metal dust pans                                   |
| (g) Mops /swabs.  | (s) Metal dust pans                                   |
| (h) Feather brushes   | (t) Nylon scrubbers                                   |
| (i) Upholstering brushes  | (u) Dusters   |
| (j) Brooms  | (v) Any other similar equipment required for cleaning |
| (k) Scrubbing brushes. (hand)   |   |
| (l) Wall mounted Liquid soap dispenser  |   |

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INDICATIVE LIST OF MATERIAL TO BE USED BY THE AGENCY IS AS UNDER: -

- (ii) Cleansing agents of standard company for WC's, urinal pots, etc.
- (b) Detergents of standard company for cleaning wash basin, sinks & other items.
- (c) Liquid soap of standard company for scrubbing of floors & wall.
- (d) Anti-bacterial disinfectants of standard company for cleaning toilets, lobby / floors.
- (e) Glass cleaning liquid of standard company.
- (f) Deodorizer of a standard company.
- (g) Air-fresheners / Aerosols (eco-friendly) of standard company.
- (h) Urinal cubes (standard company)

**4. LABOUR AND MANPOWER**

1. Adequate manpower will have to be deployed by the Agency for the job. However,
  - (a) The minimum manpower (Male + Female) to be deployed at IGDTUW, Kashmere Gate Campus shall be 40 (38 sweepers including sewer man and two Supervisors) during 7.00 A.M. to 3.00 P.M. out of which ten Sweepers, one supervisor 3.00 P.M. to 6.00 P.M.
  - (b) In case, the Agency fails to maintain the aforesaid strength of the labour and Supervisor, the IGDTUW may deduct the damage as specified in **Annexure V** of this document and mentioned in the Tender.

**5. PERFORMANCE EVALUATION:**

1. The performance evaluation of the Sanitation services shall be carried out by the Department/Schools regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the department). The agency shall submit daily action plans/reports to the Department/Schools (for each floor including open areas).
2. The department/schools shall rate the quality/performance of Sanitation/ housekeeping agency/tenderer and the tenderer/agency is obliged to perform to the entire satisfaction of the department.
3. The floor wise rating for the following activities/work (indicative list only) will be evaluated.
  - (a) General cleanliness of walls and ceilings.
  - (b) General cleanliness of Toilets
  - (c) General cleanliness of Window glasses
  - (d) General cleanliness of furniture/ sofa/curtains
  - (e) General cleanliness of WC/ Urinals
  - (f) General cleanliness of doors/windows
  - (g) General cleaning of workstations, tabletops, and office equipments.
  - (h) General cleaning of almirahs and racks.
  - (i) General cleaning of partition doors, paneling etc.
  - (j) Cleaning of Planters.
  - (k) Washing of dustbins and buckets.
  - (l) Merchandise washing and scrubbing of floor area with detergent.
  - (m) Cleaning of sanitary wares with acid.
  - (n) Sweeping / Mopping of Floors.
  - (o) Disinfecting and deodorizing of toilets.
  - (p) Control of Pests (cockroaches, rodents etc.).
  - (q) Cleanliness of open space.
  - (r) Cleanliness of Corridors
  - (s) Any other activity / work identified specified by the department from time to time as per requirement.

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- (iii) The Department/Schools reserves the right to satisfy itself about the quality of the Housekeeping services provided by the tenderer. In the event the agency does not achieve the level of satisfactory performance, the tenderer/ agency is liable to be penalized by deduction in his payment between 5% and 50% depending upon the level and duration of the continued dissatisfaction. The decision of the IGDTUW will be final in this regard.

**6. PERIOD OF TENDER WORK.**

The contract for Sanitation /Housekeeping services is awarded initially for period of two year w.e.f 16.12.2014 on the terms & conditions as detailed in the referred tender document extendable up to two years based on year to year satisfactory performance.

**7. PAYMENT OF BILLS**

1. Bill payment will be made by IGDTUW within ninety days from the date of submission of the bill in respect of undisputed bills. The Agency while preferring the bill for payment will have to certify that the wages (as per Minimum Wages Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN No & TIN No. should be quoted on the body of the bill. Proof of Payment made for PPF & ESI etc. for the staff deployed in the IGDTUW be endorsed with the bill.
2. Wherever any over payment comes to the notice of University the same shall be deducted from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract, and failing that, under any other tender/contract/agreement with IGDTUW or from the Performance security deposit of the tenderer.
3. IGDTUW reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. IGDTUW further reserves the right to enforce recovery of any overpayment whenever detected.
4. If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the IGDTUW from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.
5. If any underpayment is discovered, the amount shall be duly paid to the agency by the IGDTUW as and when pointed out and found justified without any interest.

**8. NO LIABILITY OF THE IGDTUW:-**

1. The IGDTUW shall not provide any residential accommodation to the Sanitation/ Housekeeping personnel employed by the agency. No cooking or lodging shall be allowed in the IGDTUW campus for the staff engaged by the contracting agency.
2. The IGDTUW will be under no obligation to provide employment to any of the employees of the Housekeeping agency during or after expiry of tender/agreement/contract period and the IGDTUW recognizes no Employer-employee relationship between IGDTUW and the Sanitation /Housekeeping employees deployed by the contracting agency.
3. The IGDTUW shall not be responsible financially or otherwise for any injury to the Housekeeping personnel in the course of performing the Sanitation/ Housekeeping functions as per this tender. This liability shall solely be of the tenderer.

**PENALTY**

- i) The deduction at the rate of Rs.300.00 per day for the workers and Rs.400.00 per for the Supervisor will be made for each day of absence of manpower, regardless of the reason. Besides this Rs.1000/- per day will also be levied as additional penalty for not deploying the required number of sweepers/ supervisor.

For Acme Excellent Management Private Limited



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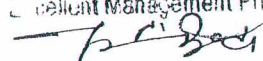
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The Department reserves the right to satisfy itself about the quality of the Housekeeping services provided by the second party. In the event the second party does not achieve the level of satisfactory performance. It is liable to be penalized by deduction in the payment between 5% to 50% depending upon the level and duration of the continued dissatisfaction. The decision of the IGDTUW will be final in this regard.

## 9. OTHER TERMS & CONDITIONS.

- i) The IGDTUW will deduct Income Tax at Source as applicable from time to time.
- ii) The Second Party shall indemnify the IGDTUW against all other damages/changes and expenses for which the IGDTUW is held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- iii) If any damage / theft is caused to the assets / property / office equipment by Sanitation/Housekeeping personnel and/or supervisor of the agency or otherwise then the contracting agency shall bear the cost of repair or replacement or damages as the case may be.
- iv) The Second Party shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person/firm/agency except for the purpose of pest control treatment for which agency can associate with a firm/company having pest control license. However, the IGDTUW has the right to get the insect control agency changed immediately, if their services are not found satisfactory.
- v) Any other appropriate provisions as advised by the IGDTUW shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.
- vi) That the Second Party shall, take immediate steps to get a license under Contract Labour (R&A) Act, 1970 and Delhi Works Contract Act of Government of NCT of Delhi. (Wherever Applicable)
- vii) That the Second Party shall have to provide any additional personnel for allocating any additional Sanitation/Housekeeping duty as directed by the IGDTUW or any authorized officer of the IGDTUW in addition to those duties/personnel covered in this tender. The work order should be issued for deployment of extra manpower as per contract rate
- viii) The Second Party will have to ensure cleanliness of the site by using the requisite quantity and quality of materials to the entire satisfaction of the IGDTUW. If the IGDTUW indicates that the cleanliness or Housekeeping services are not adequately satisfactory on account of insufficient Tools, material and/or manpower, then additional materials, Tools and/or manpower, as the case may be, will have to be brought in by the agency without charging any extra cost.
- ix) Machines, Tools, materials etc. are required for cleanliness must be in sufficient numbers/quantity and no excuses in this matter will be acceptable.
- x) The Tools and material to be deployed must be such that it does not cause any damage to the fittings, fixtures, walls, floor finish and/or other articles lying at the site

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- i) The Second Party shall not employ any person who has not completed Eighteen years of age and / or above 55 years of age.
- xii) The Second Party before execution of the work shall specify the actual number of workers to be engaged for housekeeping job. The agency shall also employ supervisor(s) having minimum qualification of 12<sup>th</sup> pass to supervise the job and the supervisor (s) shall have minimum three years experience in the Housekeeping services in Star category Hotel / educational institutions or other similar establishments so as to maintain the building to the required standard and quality to ensure workmanship of the requisite specified degree to the entire satisfaction of the IGDTUW. He/She must be able to watch and supervise the work and to test and examine materials to be used. He/She must ensure the maintenance of performance standards and periodicity of cleaning. The supervisor(s) who should be deployed round the clock by the agency shall also receive instructions from the IGDTUW and/or any authorized officer of the IGDTUW from time to time for carrying out the House-Keeping Services at the IGDTUW.
- xiii) A complete list of the Housekeeping staff, engaged by the agency for deployment in the site, shall be furnished by the contracting agency to the department along-with the complete address and other antecedents of the staff. The agency shall deploy only those staff whose antecedents have been verified by the Agency. The Agency should give a certificate to that effect to the department.
- xiv) Each housekeeping services staff engaged by the contracting agency shall wear the prescribed uniform meant for Housekeeping according to season (i.e. summer uniform in summer and winter uniform in winter season) and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided and maintained by the contracting agency at its own cost.
- xv) IGDTUW shall be at liberty to direct and to require the contracting agency to remove from the work, any person employed by the Agency (including insect control agency engaged by it), who in the opinion of University misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulges in unlawful activities or the like and such person shall not be again employed on the work without written permission of the IGDTUW.
- xvi) Water supply for carrying out the work as per this tender shall be given in the toilets only. The contractor shall be required to make his own arrangements to carry the water wherever required by means of base pipes, buckets as per requirement.
- xvii) Attendance report of all the staff deployed at IGDTUW campus shall be given to General Administration Department, every day.
- xviii) No manpower other than those on duty shall be allowed to stay in the premises during the specified working hours. The Agency shall be responsible for the watch and ward not only of its stores but also of the fittings and fixtures in the common areas in the building.
- xix) All requirements under various statutory laws including relevant Labour Act must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the IGDTUW by way of default, interest and penalty. The Agency shall undertake to furnish all the details as and when asked for by the IGDTUW/G.A. Department. The Agency will also maintain the relevant records of all payments made by the Agency and will produce to the satisfaction of the IGDTUW /G.A. Department immediately whenever asked for.
- xx) The Second Party shall be responsible for the good conduct/behavior and integrity of its personnel and will also be responsible for any act of omission or commission on their part.
- xxi) The Agency will be responsible for supply of the garbage bags, for collecting garbage from core and common areas of the IGDTUW and disposal outside at sites designated by PWD for this purpose. The material so collected will be screened/checked by the Security Personnel.

For Agency: *Relium Management Private Limited*

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- xxii) Weekly performance of the Service Provider will be observed by the General Administration Department officials entrusted with supervision of particular units.
- xxiii) Bill shall be submitted at the end of each month (in triplicate) along with certificates for satisfactory performance from the Nodal Officer of various department of IGDTUW in support of having performed the job of cleaning and sweeping in this office premises.
- xxiv) The Second Party shall make the payment of monthly wages to worker either through ECS or account payee cheque and details of such payments will have to submit to the Incharge (GA) IGDTUW on monthly basis
- xxv) The Second Party shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Department.
- xxvi) The IGDTUW would not be liable for any litigation that may arise between the agency and its workers and it would be the sole responsibility of the Contracting Agency to deal with such eventuality.
- xxvii) The Designated manpower on a given day can also be deployed for other services like shifting equipments/ furnitures etc. apart from sanitation & housekeeping services.

**10. PERFORMANCE SECURITY DEPOSIT:**

The second party shall deposit 10% of the total value of the contract/ annum as Security Deposit/ Performance Guarantee i.e. Rs.5,00,000/- with the first party at the time of signing the agreement. This amount shall be refunded to the second party by the first party upon determination or expiration of this agreement after adjusting such dues or claims or both as may remain unpaid by the second party to the first party at the time of determination or expiration of this agreement.

**12. TERMINATION CONTRACT AGREEMENT:**

- 1. If the agency at any time makes default in executing housekeeping job with due diligence and care and continues to do so, and / or the Sanitation /Housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the IGDTUW may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contracting agency, shall cancel the contract/agreement with one month notice and security deposit will also liable to be forfeited by the IGDTUW. IGDTUW, on such cancellation, shall have powers to carry out/execute the work through other agencies by any means at the risk and cost of the contracting agency.
- 2. The IGDTUW reserves the right to terminate the contract, without assigning any reason, by giving to the tenderer one month notice of its intention to do so and on the expiry of the said period of notice, the contract/agreement shall come to an end.
- 3. If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be terminated, after one month's notice and the security deposit will also liable to be forfeited by the IGDTUW.
- 4. In case the agency wants to terminate the tender/contract/agreement, it shall have to give three months notice in advance to this effect to the IGDTUW.

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ARBITRATION

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In the event of any dispute arising out of this tender/contract/agreement or otherwise, the matter shall be referred to the arbitrator or any Competent Authority

In connection with the agreement/contract the Hon'ble Vice Chancellor, IGDTUW

Courts at Delhi/New Delhi shall have jurisdiction in connection with any dispute/litigation arising between the parties concerned to the given Contract/Agreement.

14. THE AGREEMENT:

- i) This document hereto signed by both the parties shall constitute the entire agreement binding on both the parties.
- ii) This agreement has been executed in the English language in two originals and each party has retained one original. In witness whereof each of the parties hereto has caused this agreement to be executed as on the day, month and the year first above written.

FIRST PARTY

SECOND PARTY

For and on behalf of

For and on behalf of

IGDTUW *Salko*

For Acme Excellent Management Private Limited

Name: P.N Bedi

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Authorised

for Acme Excellent Management Pvt. Ltd.

(Designation)

(Designation)

In presence of

In presence of

Witness -I *[Signature]*  
Name A.O  
Address, IGDTUW

Witness -I  
Name  
Address

Witness -II *[Signature]*  
Name SO(GA)  
Address IGDTUW

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ANNEXURE - IV

LIST OF CLEANING AGENTS & CONSUMABLES

S.No.	Work	Name of the Brand
1.	Cleaning agents of standard company for WC's, urinals pots etc.	Phenyle Gaivd, Trishul, etc.
2.	Detergents of Standard company for cleaning, wash basin, sinks, refrigerator and other items.	Nirma, Surf
3.	Liquid Soap of Standard company for scrubbing of floors & wall	Fem, Homocol, Dettol, Savlon
4.	Anti-bacterial disinfectants of standard company for cleaning toilets, bathroom, kitchen and pantries.	Cleaning, Lyzol
5.	Glass cleaning liquid of standard company	Colin
6.	Deodorizer of a standard company	Odonil
7.	Air-fresheners / Aerosols (Eco-friendly) of standard Company	Premium, Fresco
8.	Urinal cubes (Standard Company)	Odonil
9.	Polythene Bag	Standard Quality / ISI Mark

For Approval of Management Private Limited

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b/6 (6)ANNEXURE - VPRODUCT MIX RECOMMENDATION

S.No.	Unit	Description	Nos.	Utilization Area	Recovery Rate per month per equipment (if not available/out of order for more than 3 days)	
1.	Nilfisk N 421 A Or Taski DS 42+	Scrubber/ Polishing	02	Scrubbing and polishing for hard floors.	Rs.3,000/-	
2.	Nilfisk CA 530 or Taski Combimat 1000 E	Auto Scrubber Drier	01	Daily scrubbing Drying of all the floors at all the levels.	Rs.5,000/-	
3.	Nilfisk CA 340 or Taski Combimat 300 E	Compact Auto Scrubber Drier	01	Daily scrubbing Drying of all confined area floors at all the levels.	Rs.2,500/-	
4.	Nilfisk GWD 335 or equivalent model	Wet & Dry Suction Cleaner	01	Back-up unit for N 421A for collection of wet slurry, and wet required for cleaning of toilets.	-	
5.	Nilfisk N 412 or Taski High Pressure TX12-100	High Pressure Water Jet	02	Cleaning / washing of toilets, red stone, porches etc.	Rs.4,000/- or Rs,3,000/-	
6.	Nilfisk GD 930 or Taski Bora-12	Commercial Vacuum Cleaner	04	Daily Dusting & Vacuuming needs at various carpeted areas and other general cleaning.	Rs,1,000/-	
07	Nilfisk SDH 5120 or Taski ergodisc 1200	Floor Burnisher	01	For daily buffing of hard floors like kota, marble and granite.	Rs.5,000/-	
08	Manpower	Sweeper	01	Not doing Satisfactory Work/Absent	@ Rs. 300/- per day per person	(Besides this Rs. 1000/- per day as additional* penalty for not providing required number of deployment)
09	Manpower	Supervisor	01	Not doing satisfactory Work/Absent	@ Rs. 400/- per day per person	
10	Pending Work – Proportionate deduction along with fine of Rs. 1000/-.					



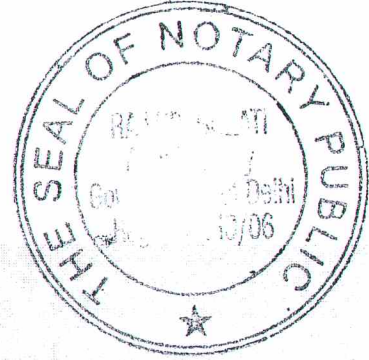
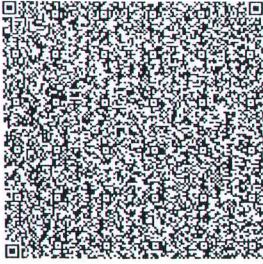
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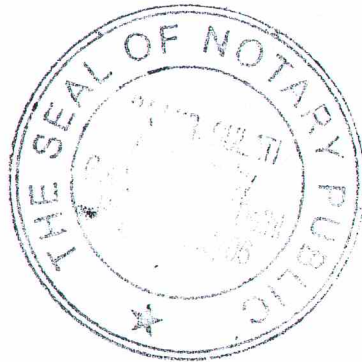
### Government of National Capital Territory of Delhi

#### e-Stamp

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Certificate Issued Date : 15-May-2015 01:26 PM  
Account Reference : IMPACC (IV)/ dl827503/ DELHI/ DL-DLH  
Unique Doc. Reference : SUBIN-DL82750306967400334207N  
Purchased by : S N JHA  
Description of Document : Article 4 Affidavit  
Property Description : Not Applicable  
Consideration Price (Rs.) : 0  
(Zero)  
First Party : S N JHA  
Second Party : Not Applicable  
Stamp Duty Paid By : S N JHA  
Stamp Duty Amount(Rs.) : 10  
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2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

**AFFIDAVIT**



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I, **S.N JHA** SON OF B. JHA, aged 62 Yrs Registrar, Indira Gandhi, Delhi Technical University for women ( IGDTUW), Kashmere Gate Delhi-6. I the above named deponent do hereby solemnly affirm and state that I am the Registrar of IGDTUW) and am competent to swear this affidavit.

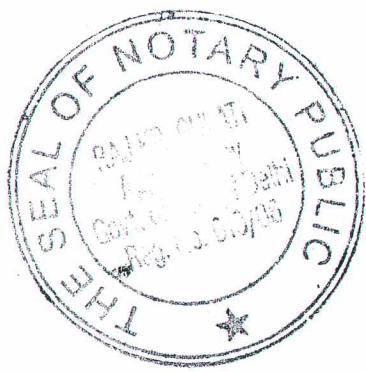
1. That I am the Registrar in the above University and as such am well conversant with the functioning of the University( As the case may be) and state on oath as per enaxure attached.
2. That the contractor M/S. as per list/annexure attached, has disbursed the wages by way of an account payee cheque to the workment employed by him for the month of April 2015, in the presence of my authorized representative Sh. \_\_\_\_\_.
3. That the wages paid by the said contractor to the owrkment employed by him were at the rate not less than the prevailing minimum rates of wage fixed for the cagteory of worker by the Government of NCT of Delhi.
4. That the workmen em ployed by the confractor are not performing the same and similar kind of work as the workmen directly employed bny the establishment are performing.

*[Signature]*  
DEPONENT

**VERIFICATION :-**

Verified at Delhi on this 15<sup>th</sup> day of May 2015, that the contents of the above affidavit are true and correct tro the best of my knowledge. No part of it is false and nothing material has been concealed there from.

*[Signature]*  
DEPONENT



**ATTESTED**  
NOTARY PUBLIC  
GOVT. OF NCT OF DELHI  
15 MAY 2015



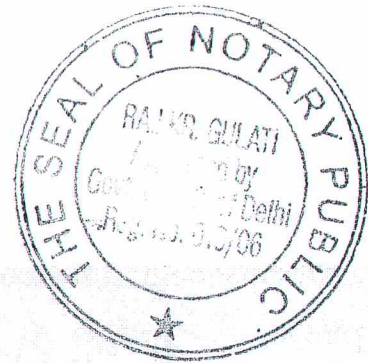
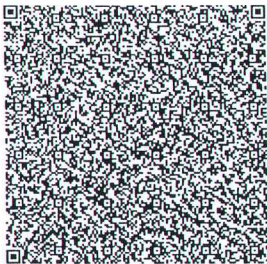
सत्यमेव जयते

## INDIA NON JUDICIAL

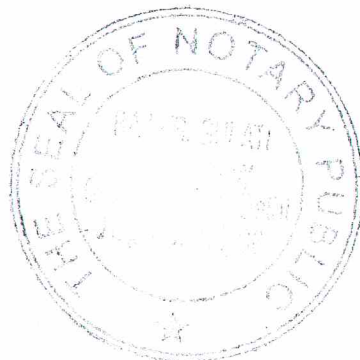
### Government of National Capital Territory of Delhi

#### e-Stamp

Certificate No. : IN-DL04942377623619N  
Certificate Issued Date : 15-May-2015 01:25 PM  
Account Reference : IMPACC (IV)/ dl827503/ DELHI/ DL-DLH  
Unique Doc. Reference : SUBIN-DL82750306967893617553N  
Purchased by : S N JHA  
Description of Document : Article 4 Affidavit  
Property Description : Not Applicable  
Consideration Price (Rs.) : 0  
(Zero)  
First Party : S N JHA  
Second Party : Not Applicable  
Stamp Duty Paid By : S N JHA  
Stamp Duty Amount(Rs.) : 10  
(Ten only)



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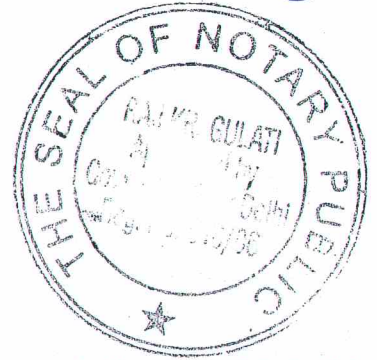


#### Statutory Alert:

1. The authenticity of this Stamp Certificate should be verified at "www.shcilestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
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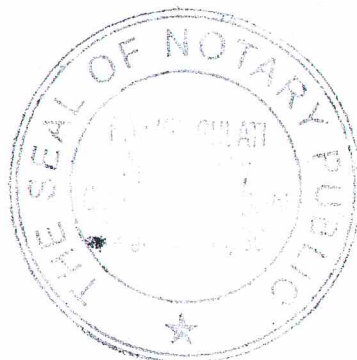
-2-

## AFFIDAVIT

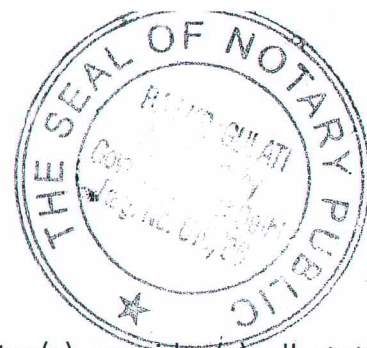


I, **S.N JHA** SON OF B. JHA, aged 62 Yrs, Registrar Indira Gandhi, Delhi Technical University for women ( IGDTUW), Kashmere Gate Delhi-6 . I the above named deponent do hereby solemnly affirm and declare as under :-

1. That the deponent is fully conversant with the functioning of the University competent to depose this affidavit.
2. That the deponent is Registrar IGDTUW ( as per case may ( hereinafter referred to as the Principal Employes) as per Independent legal identity and Principal Employer in accordance with the provisions of the Contract Labour (Regulation & abelition) Act, 1970.
3. That the establishment of deponent has entered in to an agreement contracted & as per list/annexure attached ( hereinafter refended to as athe Contractor/s) for providing the / o.6 nos. of contract work as IGDTUW (place of work) for carrying out the work which shall remain in force shown against each in the annexure/lisgt.
4. That the deponent does not have workers on its own muster rolls doing the some & smiler nature of work, which is being/shall be done by the worker (s) of thecontractor(s) establishment deployed/shall be deployed at the premises of the deponent.
5. That each and every worker employed/to be employed by the contractor(s) is being paid shall be paid not less than the minimum rates of wages fixed for their cagteory of employment under the provisions of Minimum Wages Act, 1948, including overtime etc, in the presence of deponent's authorized representative.



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6. That the deponent shall ensure that all contractor(s) provide (s) all statutory benefits under the applicable Labour Laws to their worker/s deployed/ to be deployed at the premises of the deponent failing which the same shall be provided by the deponent as per the provisions of the contract Labour (R&A) Act,1970.
7. That the process(es) job/(s) work on which the contrac workers are to be employed/engaged is/are not abolished by any Authority or Board.

*S/L*

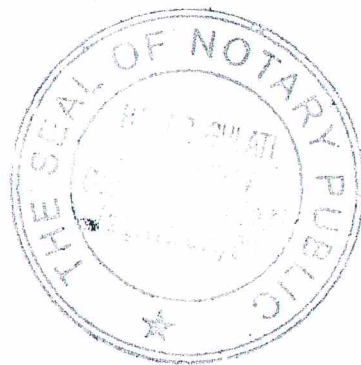
DEPONENT

VERIFICATION :-

Verified at Delhi on this 15<sup>th</sup> day of May 2015, that the contents of the above affidavit are true and correct to the best of my knowledge. No part of it is false and nothing material has been concealed there from.

*S/L*

DEPONENT



**ATTESTED**  
*[Signature]*  
NOTARY PUBLIC  
GOVT. OF NCT OF DELHI  
10 5 MAY 2015