



Topwise Communications Pvt. Ltd.
(Erstwhile Topwise Communications Pvt. Ltd.)

2nd Floor, A-32, S-4.

Mohan Cooperative Industrial Estate,

Mathura Road, New Delhi - 110 044

t 91 11 66122200

e info@comio.in w www.comio.in

CIN : UST09DL2017PTC318494

July 10, 2017

M/s EGIS Facility Management Services Pvt.Ltd.
134, DDA Flats, Surajkund Road
Pul Prahaladpur,
New Delhi - 110 044

Attn. : Mr. Manoj Singh

Sub : Housekeeping Services – Deployment of H/Boys

Dear Sir,

This refers to our discussion on the subject and your subsequent quotation dated you submitted to us for deploying houseboys at our premises.

After scrutinizing & evaluating your quotation, we are pleased to inform you that the quotation submitted by you has been approved by our Management and you have been appointed as our official partner for providing housekeeping services on the following terms and conditions:

1.	Details of Vendor	M/s EGIS Facility Management Services Pvt.Ltd. 134, DDA Flats, Surajkund Road Pul Prahaladpur, New Delhi - 110 044
2.	Details of Client	The client details are as under : Name : M/s Topwise Communications Pvt. Ltd. A-32, 2 nd Floor, Mohan Co-operative Industrial Estate, Mathura Road New Delhi - 110 044 PAN No. : AAGCT2839P GST No. : TAN No. : DELT14229F
3.	Delivery of Material / Services	The services shall be delivered at the above address or at places which shall be communicated to you.
4.	Deployment of Manpower	You shall deploy 2 Nos. houseboys with us for 8 hrs., from Monday to Saturday. Their duty timings shall be informed to them separately.

5.	Period	The period of the contract is for one year starting from 1 st July, 2017. Unless otherwise communicated, the contract ceases to exist after 30 th June, 2018.
6.	Termination of Contract	The contract can be terminated by either party by giving one month's notice. Written notice in this regard shall be served by either party by way of email, courier, regd post or any other mode of communication which is in practice and widely acceptable. The notice shall be served at the regd. or communication address as informed by either party.
7.	Scope of Service	The Scope of Services are as under : <ul style="list-style-type: none"> i. You shall deploy 2 Nos. House Boys at our premises, address mentioned above. ii. You shall ensure that the h/boys so provided are covered under Minimum Wages Act and their salaries are being paid as per latest notification. iii. You shall ensure all applicable statutory compliances (viz. PF, ESI, Contract Labour etc.) are complied and deposited with the concerned authority. iv. You shall ensure that house boys are provided ESI Card issued by concerned authority. v. You shall submit all documents pertaining to compliances to us as and when demand for. vi. You shall support in the audit conducted by our Statutory Auditors. vii. In case of any non-compliance and it attract any legal action and / or penalty by concerned authority, you shall indemnify us.
8.	Contract Price	The prices of the Housekeeping Services Contract is Rs.33983/-. The break-up of the amount is attached as Annexure I. The prices mentioned above is not inclusive of applicable taxes and they shall be paid extra.
9.	Submission of Invoices	The invoices shall be submitted by you on monthly basis. Invoices must be submitted at our Head Office / Regd Office address as mentioned above. Invoices must be submitted by 7 th of every calendar month to enable us to process. The invoices should be in original and must be supported by all challans / other supported document which can prove the delivery of material / services. Your TAN / GST / Applicable Tax No. & PAN No. must be visible on invoices.
10.	Payment of Invoices	The correct and valid invoices so received by us shall be paid within 15-20 days (as per the payment cycle of our Accounts Deptt.) from the date of receipt. The payment shall be credited directly to your bank account as per the details submitted by you.

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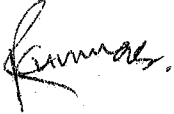
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We wish you good luck and look for a long association with you.

Please sign duplicate copy of this letter and attached Annexure I, as a token of your acceptance to above terms and conditions and contract price.

Thanking you,

Yours faithfully,
For Topwise Communications Pvt. Ltd.

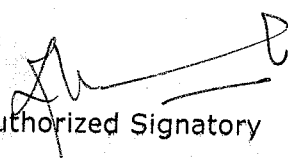


(RAKESH KUMAR)
HEAD ADMINISTRATION

ACCEPTANCE

We confirm having received the LOI and accept all the terms and conditions including the contract price mentioned in attached Annexure I.

For EGIS Facility Management Services Pvt.Ltd



Authorized Signatory

SALARY BREAK UP FOR HOUSEKEEPING STAFF

Minimum Wage in Delhi w.e.f. 01 April 2017

SALARY BREAK UP

	%	H/K 1 Wages 01.04.2017	H/K 2 Wages 01.04.2017
Basic Salary (Minimum Wages)		13,350	13,350
Statutory Benefits			
HRA		-	
CONVYANCE			
Special Allowance		-	500
TOTAL - A		13,350	13,850
Statutory Benefits			
PF (12%)	12	1,602	1,602
Admin & EDLI (1.36%)	1.61	182	182
ESI (4.75%)	4.75	634	658
Gratuity (4.81%)	4.81		
National & Festive hoildays /weekly off (2.88%)	2.88		
Leave (6.25%)	6.25		
TOTAL - B		2,418	2,441
Net Gross Payable (A + B)		15,768	16,291
Service Charges (6%) QN GROSS		946	977
Total Salary Cost		16,714	17,269
Deduction from Total "A" ESIC 1.75%	1.75%	234	242
Deduction from basic EPF	12%	1,602	1,602
Total Deduction from "C"		1,836	1,844
Net Take Home Wages (A - C)		11,514	12,006

Note : Applicable Taxes are extra.

Ramya

[Signature]