



Embassy of Italy  
New Delhi

SAFFRON GLOBAL SERVICES  
CB-244, 3<sup>rd</sup> Floor,  
Ring Road, Naraina,  
New Delhi - 110028

CIG n. Z 1722435AC

**Sub: estimate for housekeeping Staff and receptionist inside Italian Embassy in New Delhi**

Dear Sir,

this Embassy has examined and accepted your offer dated 15<sup>th</sup> December 2017 for five housekeeping persons and one Office Boy inside the Italian Embassy in New Delhi. The attached quote is an integral part of this contract.

It is understood that the estimate amount of INR 173.064,00 (one lac, seventy-three thousand, and sixty-four rupies) per month includes taxes/GST, insurances and any present and future administrative charges.

This contract, for the total amount of 2.076.768,00 (twenty lacs, seventy-six thousand, seven hundred and sixty- eighty rupies) all inclusive, is valid for one year only from 1<sup>st</sup> January 2018 and it will expire on December 31<sup>th</sup> 2018.

The following terms and conditions will apply:

1. the Contractor will be the sole responsible for undertaking the abovementioned work, finishing it, fulfilling the obligations under the contract and following all safety norms, according to local laws and regulations. In the event of the Contractor not fulfilling the obligations of this contract, the Embassy of Italy at its own unquestionable judgment has the right of terminating the present contract; the Contractor must maintain his Office address in Delhi during the entire contractual period;
2. The technical execution of the duties include :
  - sweeping and mopping the floors of the chancery, consular and visa sections, drivers room, guard rooms at n. 3 gates, corridors, staircases, entrance and reception area every day;
  - dusting and cleaning the furniture, in all areas, every day;

*Handwritten signature: Ramandeep Singh*

*Handwritten initials: DK*

- emptying waste paper baskets and ash-trays every day, provide inside bag where appropriate (WC, Kitchen);
  - cleaning all window sills in the chancery and consular section every day and the window panes at least twice a week during dry season and once a week during monsoon season;
  - cleaning the Chancery/Consular/Visa Section toilets twice days, once days the Gates toilets;
  - cleaning all the tiled area outside the Chancery every day and sweeping and mopping the said area;
  - polishing brass items once a month;
  - removing cobwebs from walls and ceilings every week;
  - cleaning the carpets with vacuum cleaner at least once in fifteen days;
  - every month the floors of Chancery, Consular and visa sections shall be scrubbed;
  - on request help for small shift of the furniture, material etc etc;
  - guarantee availability to assist guests of the Chancery/Consular/Visa offices for minimum hospitality needs.
3. The cleaners must use only the cleaning products provided by the Embassy, all compliant with EU regulations for health and safety;
  4. The duty hours shall be from 08.00 a.m. to 05.00 p.m. every day, with one hour interval for lunch from 1.00pm/2.00pm from Monday to Friday.
  5. The Contractor will be the sole responsible for any injuries or damages occurred to people or things belonging to the Embassy or a third party that may arise out of negligence in connection with the abovementioned housekeeping service; all the tasks will be performed without causing any injuries or damages to employees and visitors, with specific attention to risks of interference. In particular a sign should be displayed whenever necessary, in compliance with safety rules (such as for example in case of slippery surfaces);
  6. The Contractor shall provide ESI medical cover and provident fund benefits for its personnel. The Contractor will be the sole responsible for death or any injuries occurred to his personnel while performing the abovementioned housekeeping service and the Embassy should not be held liable in case of those events. The safety rules shall be local standard and the service shall be rendered in compliance with the provisions contained in the DUVRI (Document of evaluation of risks for safety of workers at the work place); in case of negligence, penalties and/or contract termination may apply;
  7. The present contract does not result in any employment relationship between the Contractor and the Embassy or between the Contractor's employees and the Embassy. The present agreement will not be automatically renewed after the expiration of the 31<sup>st</sup> of December 2018 term;
  8. In case of delay for which the Contractor is responsible, a penalty fee equivalent to 5% of the amount due for every month will be applied for every day of delay;
  9. Every controversy that arises in connection with the present contract, will be resolved through an arbitrator. The Board of Arbitrators will be constituted of

*Harvinder Singh*

*Dr*



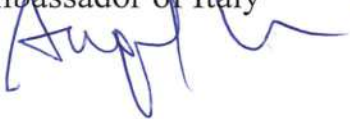
three members. Each contracting side will have the right to nominate a member, and the two members so nominated will nominate a third member who will perform the function of the President of the Board. The office of the Arbitration Board will be that of the Italian Embassy in New Delhi. The decision of the Board will be binding.

10. Details pertaining to the Contractor i.e. name, address, contact numbers, details of payment made to the Contractor, the beneficiary of the said payment, the amount paid, GSTIN/UIN number of the Contractor's Company, PDF version of the contract shall be posted on our web site;

One dated and signed copy of this contract must be returned to this Embassy, indicating full and complete acceptance of the terms outlined herein.

New Delhi, 28 DEC 2017

Enzo Angeloni  
Ambassador of Italy



Ramandeep Singh  
Saffron Global Services

