Circular No. 135(L): Admin Division Date: 15.05.2019

Sub.: Guideline rates for Security, Janitorial services, electricians, plumbers, etc.,

Guideline rates for these services outsource from contractors applicable from 01.04.18 shall be as follows:

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| S. No | Description | Charges |
|  | Security supervisor – 12hrs shift – must be atleast inter pass with adequate skills to maintain all registers. | Rs. 13,500/- per month  |
|  | Security guard – 12hrs shift – must be atleast 10th pass/fail with adequate training. | Rs. 10,000/- per month |
|  | Gardner – skilled – must be capable of undertaking new landscaping work – minimum 5 years experience. Employ on a daily basis for 2 to 4 times a month i.e., once a week or once a fortnight. |  Rs. 750/- per day |
|  | Gardner – semi skilled – must be capable of maintaining landscaped areas – minimum 3 years experience.  | Rs. 9,000/- per month |
|  | Gardner – unskilled.  | Rs. 8,500/- per month |
|  | Gym supervisor – must be atleast inter pass. Timing shall be 4 hours in the morning and 4 hours in the evening. | Rs. 9,000/- per month |
|  | Office boy – must be 10th class pass/fail | Rs. 9,500/- per month |
|  | Lift operator – must be 10th class pass/fail | Rs. 9,000/- per month |
|  | Sweeper  | Rs. 8,500/- per month |
|  | Hamali - SSLLP |  Rs. 11,000/- per month |
|  | Sweeping / cleaning machine operator | Rs.10,000/- per month |
|  | Maintenance supervisor – must be inter pass | Rs. 9,500/- per month |
|  | Plumber skilled + plumber helper – site visit once a week whole day. Plumber should carry full tool kit | Rs. 6,850/- per month |
|  | Plumber skilled + plumber helper – additional site visit upon request. ½ day charges / full day charges  | Rs. 850 / 1,200/- per half day / full day |
|  | Electrician skilled + Electrician helper – site visit once a week whole day. Electrician should carry full tool kit | Rs. 6,850/- per month |
|  | Electrician skilled + electrician helper – additional site visit upon request. ½ day charges / full day charges  | Rs. 850 /1,200/- per half day / full day |
|  | Teacher for crèche – minimum inter pass with atleast one year experience. Timing: 9:30 am to 5 pm. NGOs may be encouraged to pay for the teachers either in part or full. |  Rs.3,000 to 5,500/- per month |
|  | Aaya / helper for crèche Timing: 9:30 am to 6 pm. Can employ old or disabled lady who is unable to get other forms of employment. | Rs. 3,700/- to 4,200/- per month |

Notes:

1. Supervision charges (by employment of additional security supervisor without charge) shall be paid to security services over and above the charges mentioned above @ 8% of the above charges. Additionally @ 4% of the above charges shall be paid towards the provision of the uniform. This amount to be paid only for those sites where uniform is upto date.
2. Security services shall pay PF & ESI for atleast 20 staff members on their rolls. For smaller agencies with less than 100 employees PF & ESI to be paid on 60% of total employees deputed on our sites. “Additional amount equal to 10% of the above rates (lowest rate) to be paid for upto 20 staff members (or 40%) on proof of regular payment of PF & ESI. Similarly, 15% of above rates to be paid for PF & ESI on 40% of staff deployed or 20 members, whichever is lower to housekeeping and gardening services”.
3. For all projects / sites where firms / companies are registered with GST department bill shall be raised with service tax and additional 18% from 1.4.18 shall be paid to the service provider. Services provided to associations shall be exempt from service tax payment.
4. Supervision charges for housekeeping and gardening services shall be 9% and 12% respectively. Additionally 3% shall be paid to housekeeping services as uniform charges and shall be paid only for those sites where proper uniform has been provided.
5. Security services must be provided 7 days a week. Security service provider must ensure substitute personal for weekly offs and leaves. Double duties or OTs by security personal shall be limited to 3 times a month. Thereafter, mark absent for double duties.
6. Person for housekeeping services, maintenance services and gardening shall be given one weekly off (excluding Sunday) and two additional leaves every month. “Additional 6 leaves for festivals and national holidays as per list provided by HO shall also be permitted”. Thereafter deduct charges for leaves.
7. Security guards/ supervisors/ office boys & sweepers etc., must be in an appropriate uniform. All personal must wear an ID card at all times. Security shall ensure that they are not allowed into the premises without proper ID.
8. Admin Manager shall ensure that atleast two contractors are employed for providing each of these services to ensure that these services continue without interruption.
9. Owners of these security services must visit all sites atleast once a month. “Monthly bills not to be cleared, unless such visits are made”.
10. For maintenance purposes electricians and plumbers shall also be on a contract basis. They will visit site on once in a week in a fixed day and customer complaints of the entire week can be attended on that day. Incase of additional work they can be called on other days of the week and paid additional charges. Plumbers and electricians shall visit site on alternate days in case of holidays.
11. Services of plumber and electrician shall be provided to the following sites “KNM, VISTA HOMES, PMR-II & BNC & NE.
12. All contractors must register under ESI and PF and make payments to them on a regular basis. Proof of such payment shall be provided regularly to the admin division.
13. Admin-Audit Manager to prepare and circulate the details of no. of personal to be deputed as per standard format given.
14. Collect an undertaking from each contractor stating that they will pay atleast 90% of the amounts mentioned above to their staff. Admin shall also discreetly enquire if the amounts are paid.
15. Security services, office assistants and housekeeping staff shall be divided into 3 categories i.e., category A, category B and category C. The above rates are for category C staff. Staff employed at site/HO shall be rated as category A, category B and category C every quarter by admin managers at HO in consultation with project managers/admin managers at site. Upto 1/3rd persons each from security services, housekeeping services and office assistant shall be designated as category A. similarly, upto 1/3rd persons each from security services, housekeeping services and office assistant shall be designated as category B. This shall be applicable across all sites and all contractors. Service provider staff shall be eligible to upgrade to category A or B only if they have worked for at least 6 months (eg.: If there are 6 security personal at site, 2 may be designated as category A and 2 as category B. in case there are only 5 security personal at site 1 may be designated as category A and 1 as category B).
16. The form for quarterly review of service providers is attached herein. Review to be provided within 3 working days after end of each quarter. Category B staff shall be given additional pay of Rs. 750/- per month and category A staff shall be given additional pay of Rs. 1,500/- per month based on quarterly review from 1st October, 2017 onwards. Such payments shall be made directly from firm/company/association to the respective staff of service provider (voucher payment by cheque).

Soham Modi