

Subject: Letter of confirmation from contractors.

Project managers shall ensure that letter of confirmation as per format given herein (Annexure -A) with a copy of the relevant circular is signed by specified contractor for some old projects and all new projects. Original copy to be maintained at site and scanned copy to be sent to admin – audit.

This internal memo is applicable to all sites and all contractors working at site. All new contractors can start work only after signing this undertaking. However, turnkey contractors who have already signed an agreement for construction are exempt from signing the undertaking.

Further, a contractors details form (Annexure -B) has to be filled by each contractor before starting of work. Original copy to be maintained at site and scanned copy to be sent to admin – audit.

The internal memo shall be applicable for the following types of contracts:

1. Earth work
2. Rock cutting.
3. Heavy equipment providers like JCB, trucks, tractors, etc.
4. Centering contractor.
5. Plumbers.
6. Electrician.
7. Painter.
8. Tile, marble, granite, roof tile fitters.
9. Carpenter.
10. Welder
11. Contractors for scaffolding, hacking, core cutting and chipping.
12. Water proofing contractors.
13. Fall ceiling contractors.
14. Fire safety equipment and installation contractors.

Soham Modi.

Intl Memo no. 912/119 – Annexure - A
Letter of confirmation

From,

Date:

,
,
.

To,
The Managing Partner,
M/s. ,
5-4-187/3&4, II floor,
M.G. Road,
Secunderabad.

Subject: Terms and conditions for taking up work at site.

Nature of work: .

Dear Sir,

I confirm that I have agreed to take up the work at your site on the following terms and conditions:

1. I/we undertake to ensure that all our workers will follow the procedures related to Covid-19 like wearing masks, washing hands, social distancing, etc.
2. The rates mentioned in circular/internal memo no. dated (attested and attached herein) for the rates of the work taken up are accepted by me.
3. I/we shall ensure that the work taken up by me is as per the standards, quality and schedule given to me from time to time by the company and the project manager.
4. Payment shall be made to me on weekly basis based on the progress of work as determined by your company. Final payment shall be made after completing the work to the satisfaction of the project manager and on raising appropriate bills.
5. I/we undertake to follow proper procedures to ensure safety of my workers and that of other workers on site like wearing helmets, safety belts, etc.
6. I/we undertake to pay statutory liabilities, if applicable like PF, ESI, etc., that may be applicable from time to time.
7. In case of any disputes I shall not approach any union, association, court of law, police, political parties, etc. All disputes shall be resolved by negotiation and in case of failure to reach a negotiated settlement the dispute shall be settled by arbitration under the terms of the Arbitration Act, 1996.
8. I/we under take to not seek stoppage of work at site under any circumstances and limit my claims, if any, in monetary terms.
9. I/we shall ensure good conduct of my workers during and after working hours and shall be entirely responsible for their conduct within or outside the site.

Thank You.

Yours sincerely,
Sign:

Name:
Date:
Place:

CONTRACTOR DETAILS FORM

Company Name:	Project name
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Name of contractor	
Present Address:	
Permanent address	
Mobile no.	
Aadhar card no.	
Pan No.	
GST no.	
Bank a/c no.	
Email Id:	
Nature of work:	
Labour license no.:	
PF account no.:	
ESI no.:	
Documents to be enclosed	☐ Aadhar card ☐ Pan card ☐ Driving license ☐ GST registration
Remarks:	

Contractor Signature	Date