



REGN. NO. F - 98 (BOM) (BPT ACT, 1950.) REGN. NO. 1621 / 1947 - 48 (Soc. Reg. Act 1860)

GURU NANAK VIDYAK SOCIETY

GNVS/2025-26/WO/113

Date: 12/03/2026

To

M/s. Ved Enterprises,
Office No. 3,
Daffodils Height, Sai Vihar,
T P Road, Bhandup West,
Mumbai – 400078

Subject: Work Order for Housekeeping

Respected Sir / Ma'am,

We are pleased to place our order towards Housekeeping at our educational institutional located at GURU NANAK VIDYAK SOCIETY, Shivaji Talao, Bhandup West, Mumbai – 400078. The details of work are mentioned below:

a. Purpose and Engagement of Work

Housekeeping Service at GURU NANAK VIDYAK SOCIETY, Shivaji Talao, Bhandup West, Mumbai – 400078..

b. Duration and Term

The said work order is to be commencing from 16th March'2026.

c. Scope of Work / Service

Refer to Annexure "A" for the scope of work / service

d. Commercial Terms and Payments

The billing will be Rs.12,000/- per person [all-inclusive of pay] with 09 hours duty for 06 days a week, Monday to Saturday. Total 05nos. of Housekeeping attendant required. The billing cycle will be from 01st to 30th/31st of every month. The bills sent by 01st of every month (subsequent to working month). The specific daily shift timing shall be mutually agreed upon by both parties before the commencement date.



GURU NANAK VIDYAK SOCIETY

e. Materials & Equipment

All Cleaning materials will be provided by M/s. Ved Enterprises and the bill to be submitted as per actual utilizations as per the agreed Material rates provided by M/s. Ved Enterprises along-with the quotation

f. Terms & Conditions

- All staff deployed will follow site rules and safety regulations.
- Any damage or loss must be reported immediately.
- Replacement of staff will be done in case of absence or misconduct.
- Either party may terminate the agreement with 30 days written notice. Termination may occur immediately in the event of a material breach of this Agreement that remains uncured after fifteen (15) days written notice

For Guru Nanak Vidyak Society

For Ved Enterprises

Signature *[Handwritten Signature]*
CO-ORDINATOR
GURU NANAK VIDYAK SOCIETY
G.T.B. Nagar, Mumbai-400 037.

Signature



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Annexure "A" - Scope of Work / Service

a. Morning Cleaning Schedule:

- Garbage Collection
- Sweeping entrance lobby and lift landings
- Sweeping of entire floors
- Wet mopping of floors with detergent
- Sweeping of compound & Basement area
- Cleaning of entrance glasses
- Garden & gym cleaning
- All washrooms Clean
- Cleaning of security area, sofas, settees, etc
- Cleaning of society office
- Dusting of wooden panels in the premises
- Wet mopping of corridors
- Any other jobs that require cleaning

b. Afternoon Cleaning Schedule:

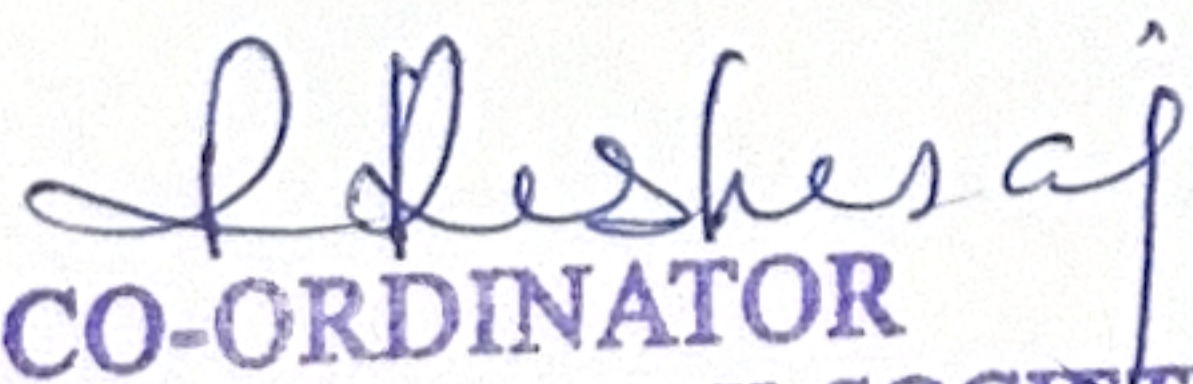
- Cleaning of common areas time to time
- Wet mopping of entrance lobby and lift landings with detergent
- All washrooms Clean
- Attending any other cleaning jobs

c. Evening Cleaning Schedule:

- Collection waste paper from various baskets
- Sweeping of entire floor and staircase
- Wet mopping of entrance lobby and lift landings with detergent
- All washrooms Clean

d. Supervisor to visit to the site/location on time to time

* The Job details may vary depending on the work place.


CO-ORDINATOR
GURU NANAK VIDYAK SOCIETY
G.T.B. Nagar, Mumbai - 400 037.