

OFFER LETTER

To,
The Managing Director,
A.P. Rajiv Swagruha Corporation Ltd.,
1-2-386, BS&G Complex,
Domalguda, Hyderabad-29.

Sir,

Sub: Offer letter for maintenance of Township – Regarding.

We, _____ of _____
(please give full address) hereby agree to the following terms and conditions in connection with the award of work order to us by APRSCL for providing the house keeping and security services for maintenance of Sahabhavana Township at Bandlaguda, Uppal Mandal and / or Sadbhavana Township at Pocharam, Ghatkesar Mandal in Rangareddy District.

1. The APRSCL reserves the right to select or reject any / all offers without assigning any reason thereof.
2. Any conditional offer is liable to be rejected by APRSCL.
3. Any correction in the tender document and without signature of the Bidder will be considered as non-responsive and will be summarily rejected.
4. The APRSCL has right to make alterations in the work schedule / timing of the House Keeping Service / Security arrangements to be undertaken by us from time to time. We will not seek any compensation / damage for the extra services to be done in view of such change of timing / work schedule.
5. If, the APRSCL suffers any loss / damage / inconvenience due to negligence in performing our task protecting property, the APRSCL has right to deduct an appropriate amount as penalty from our monthly bill. The decision of APRSCL is final in this regard and we will not arise any dispute on this.
6. The APRSCL has the right to terminate contract before the expiry of its term in case it is felt that our performance under this work order is not up to the standard. The decision of APRSCL is final in this regard and we will not raise any dispute on this. In such circumstances, the APRSCL has the right to engage any other contractor to do the work as per this work order and we will not create any obstacles in APRSCL taking such steps. However, if APRSCL suffers any loss / damage / inconvenience due to our actions, we agree to forfeit our Security amount deposited with APRSCL.
7. If we do not perform the work as per scope of work contained in the work order issued, the APRSCL has right to get the work done through some other contractor or by engaging other workers and the remuneration of such workers / contractor may be paid by way of deduction from our monthly bill or / and from the Security amount deposited with APRSCL.

8. We undertake to maintain the Attendance & Wages Register for our House Keeping, Security Services and other services personnel on duty at the Project Site Office and will strictly comply with all labour laws, notifications issued by Govt. as applicable like the Minimum Wages Act, P.F. Act, ESI Act and any related laws in force etc.,
9. We will also take accident insurance policy in the name of our Housekeeping service personnel and will provide you copies of insurance policy, wage / salary register / attendance register, challan for PF deposited etc., for inspection whenever required by APRSCL.
10. We undertake not engage any minor or child labour as house keeping service personnel or security personnel or any other purpose in order to maintain township clean and tidy.
11. We abide by all the other terms and conditions as laid down in Tender Form.
12. We hereby submit the offer letter with Earnest Money Deposit of Rs. _____/- (Rupees _____ only) through Demand Draft in favour of MD, APRSCL, Hyderabad. The EMD amount will be kept with APRSCL as Security Deposit for the duration of our contractual term. We understand and agree that our EMD given to APRSCL will be forfeited in case of any default on our part in carrying out our duties up to the satisfaction of APRSCL.

Date:

Place:

(Signature of the Bidder)

With Seal