

DAIRY BUSSINESS MANAGEMENT SYSTEMS

SERVICE PROVIDER'S MANUAL

INNOVATIVE BUSINESS IMPROVEMENTS PRIVATE LIMITED INDIA

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**SUBJECT:-DIRECT FILLING OF MILK POWDER IN K.P. BAGS KNOTTING,
STICHING AND SHIFTING TO MAIN GODOWN.**

1.0 SCOPE OF WORK

The scope of work shall be as under: -
Direct filling of milk powder in K.P. Bags, knotting, stiching and shifting to main godown.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure - 'B'.

3.0 VALIDITY

This contract shall be operative from 1st April 2002 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs 5000/- (Rupees Five Thousand only) as security deposit towards faithful execution of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bill on monthly basis by the 2nd of each month for the preceding month and payment will be released before 07th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / workers employed by the contractor for E.S.I., P.F. shall be borne by the contractor and he will comply with the provisions of Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & abolition) Act and will maintain the requisite records in proper form and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, in case there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

(PP)

SR No	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules	5 % value of remuneration equivalent of assigned work
2.	Wastage of packaging materials (Exceeding the permitted norms) i.e. not more than 0.05 %.	Cost of the packing materials will be recovered.
3.	Poor hygiene of manpower (Dirty uniforms etc.)	Rs. 10 / - per head per day.
4.	Poor housekeeping and sanitation of equipments, fixtures and premises in procession.	Rs.10/- per instance.
5.	Indiscipline, in subordination and misbehavior.	Minimum Rs. 50/- Per instance
6.	Theft or damage to property.	10 times the value of products involved or loss of property (actual)
7.	Found smoking or carrying material like Pan, Bidi, cigarette & Jarda etc. in the plant.	Rs. 50/- per instance.
8.	Failure to supply requisite manpower as per schedules.	Penalty @ 50% wages of short supplied manpower or direct loss to the company shall be applicable.
9.	Spillage of powder	Cost of material shall be recovered.
10.	Any other losses i.e. breakage of window panes, equipments etc.	Cost of material and labour charges for fixing will be recovered.
11.	Weight variation more than desired norms (a) Qty. more than specified norms. (b) Qty. less than desired weight.	Cost of the difference of Wt. Of powder will be recovered. -> Rs. 10/- per instance.
12.	Contamination of product by poor hygiene / mishandling.	Rs. 100/- Per instance.
13.	Improper stacking of bags.	Rs. 10/- per instance
14.	Non collection of powder from stack loss recovery rooms.	Rs. 100/- per instance.
15.	Soiling of floor/walls with spitting etc.	Rs. 50/- per instance.
16.	Counting / accounting of material inputs / packing material.	Actual cost of material wasted beyond specified norms.
17.	Delay or improper disposal of material wastes.	Rs. 25/- per instance.

8.0 GENERAL

While carrying out the contract activities contractor will also strictly ensure the following :-

1. All workers to be engaged in the factory (Milk Plant) shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers provided by contractor shall work in rotation/shifts as required, under his supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All workers shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, insubordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker / staff provided by contractor for miscellaneous jobs at it's premises and contractor will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. Contractor will submit the statutory returns related to ESI, PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out employment with respect to his employees / workers shall be exclusively borne by him in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices all will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide uniforms to his employees. Every employee employed by contractor while on duty must be wearing washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative cost).

This work order is being issued to contractor to duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

Authorised Signatory
'For and on behalf of Company

Signature of Contractor

Date :

Date :

3.0 COMPENSATION

ANNEXURE - B

SR. NO.	JOB SCOPE CODE NO.	JOB TITLE POWDER	UNIT	RATES
1.		BULK BAKER	Per Kg.	0.118
2.		DAIRY WHITENER / SUN MILK	Per Kg.	0.188
3.		SMP (HIGH BD)	Per Kg.	0.086
4.		SMP (LOW BD)	Per Kg.	0.097
5.		WMP	Per Kg.	0.106

- Note : -**
1. In piece rated jobs any contribution / job input provided by the company directly or on behalf of contractor shall be debited to him.
 2. Any further automation incorporated in the piece rated jobs shall be taken into consideration for modifying the rates mentioned above.
 3. Due to automation the cost of manpower saved shall be to company's account. However as a result of cost saving exercises jointly carried out shall be shared on 50 : 50 basis.
 4. Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

PROCEDURE FOR POWDER PLANT

1. Cleaning of shifter room, equipments, sewing machines etc. is to be carried out after each run of operation.
2. Ensure proper hygiene of the workers viz. Clean uniform, trimming of hair and nails, Hands must be washed with chlorine solution after every one-hour.
3. Liners are to be put in empty K.P. bags and M.R.P. date of manufacturing, Bag No. and other coding to be done hygienically so that bacterial contamination does not take place.
4. Filling of bags, weighing of K.P. bags as per desired quantity, knotting on the mouth of the liners excluding air, stitching of bags and shifting to adjoining godowns.
5. Workers working in the powder plant must be free from contagious / skin diseases.
6. K.P. bags must be stacked on wooden pellets properly as per specified procedures. Powder bags must be stacked at least 1 feet away from the walls.
7. After emptying out of Concentrate Vat every time, it is to be flushed with water & cleaned with detergent and sterilized with steam. Concentrate Vats must be changed at interval of one hour.
8. Ensure proper cleaning of floors of both the godowns at all times.
9. Ensure proper cleaning of powder plant from ground floor to top floors at all times.
10. All valves / fittings and allied equipments etc. must be kept at specified places.

SUBJECT : - MILK POWDER FILLING (CONSUMER PACKS) AND BLENDING.

1.0 SCOPE OF WORK.

The scope of work shall be as under :-

1.1 **Milk Powder filling (Consumer Packs) :** The powder filling will be done as per needs to be informed with one day notice as per the quantities required from time to time as per procedures specified in Annexure – “A” , in one to two shifts depending on the market demand.

1.2 **Blending :** The powder blending will be done as per need to be informed with one day notice as per the quantities required from time to time as per specified procedures.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – ‘B’.

3.0 VALIDITY

This contract shall be operative from 1st April 2003 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor shall deposit a sum of Rs. 5000/- (Rupees Five Thousand only) as security deposit towards faithful execution of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the job and on certification by our Personnel department Head that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor shall submit bill for the job executed by him, to the officer authorised by the company for supervising the work mentioned in clause 1.0 of this work order, twice in a month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor’s bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee’s / worker employed by / through contractor for E.S.I., P.F., shall be borne by contractor and he will comply with the provisions of Payment of Wages Act, Minimum wages Act, Contract Labour (Regulation & Abolition) Act and will maintain the requisite records in proper form and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

(POWDER PACKING) CONSUMER PACK

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules	5 % value of remuneration equivalent of assigned work
2.	Wastage of packaging materials (Exceeding the permitted norms) i.e. not more than 0.05%	Cost of the packing materials will be recovered.
3.	Poor hygiene of manpower (Dirty uniforms etc.)	Rs. 10/- per head per day
4.	Poor housekeeping and sanitation of equipments, fixtures and premises in possession.	Rs. 10/- per instance
5.	Indiscipline, in subordination and misbehavior.	Minimum Rs. 50/- Per instance
6.	Theft or damage to property.	10 times the value of products involved or loss of property (actual)
7.	Found smoking or carrying material like Pan, Bidi, Cigarette & Jarda etc. in the plant.	Rs. 50/- per instance
8.	Failure to supply requisite manpower as per schedules.	Penalty @ 50% wages of short supplied manpower or direct loss to the company shall be applicable.
9.	Spillage of milk powder	Cost of material shall be recovered.
10.	Any other losses i.e. breakage of window panes equipments etc.	Cost of material and labour charge for fixing will recovered.
11.	Weight variation more than desired norms (a) Qty. more than specified norms (b) Qty. less than desired weight.	Cost of powder will be recovered Cost of packaging material wastage will be recovered.
12.	Counting / accounting of material inputs / packaging material	Actual cost of material wasted beyond specified norms.
13.	Delay or improper disposal material wastes.	Rs. 25/- per instance.

8.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory (Milk Plant) shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers provided by contractor shall work in rotation / shifts as required, under his supervision subject to overall requirements conveyed by the designated officer of the company.
5. All worker shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, in subordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker / staff provided by contractor for miscellaneous jobs at it's premises and he will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. Contractor will submit the statutory returns related to ESI, PF, unpaid wages etc, to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other his working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary ground.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Plant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

Signature of Contractor

Date :

Date :

2.0 COMPENSATION

Annexure - 'B'

SR. NO.	JOB SCOPE CODE NO.	JOB TITLE	UNIT	RATES
1.	1.1	1 Kg Powder Packing (25 X 1)	Per Bag	Rs. 3.70 (Rupees three and paisa sixty seven)
2.		S.M.P. (Bulk) 25 kg x 1	Per Bag	Rs. 2.50 (Rupees two and paisa fifty only)
3.	1.2	Blending	Per Kg	Rs. 7.25 (Rupees Seven and paisa twenty five only)
4.		D.W 200 gm	Per Kg	Rs. 0.78 (Paisa seventy eight only)
5.		D.W. 500 gm	Per Kg	Rs. 0.40 (Paisa forty only)
6.		D.W. 10 Kg Jar	Per Kg	Rs. 0.17 (Paisa Seventeen only)

- Note :**
1. In piece rated jobs any contribution / job input provided by the company directly or on behalf of contractor shall be debited to contractor.
 2. Any further automation incorporated in the piece rated jobs shall be taken into consideration for modifying the rates mentioned above.
 3. Due to automation the cost of manpower saved shall be to company's account. However as a result of cost saving exercises jointly carried out by company and contractor (other than automation) shall be shared on 50 : 50 basis.
 4. Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

ANNESURE – 'A'

MILK POWDER FILLING AND PACKING (CONSUMER PACKS).

- a) The packing and packing material will be transferred from main stores as per requirements on daily basis.
- b) The primary pack and secondary pack will be embossed / stamped as per statutory requirements for batch no, DOM, price etc.
- c) The approved quality of powder will be packed into primary pack from the filling machine or manually from the balance tank and weight adjusted for its accuracy by using weighing balance while packing, it will be ensured that there is minimum floor sweeping.
- d) The poly bags will be manually sealed after cleaning the powder from the neck of poly bags.
- e) The sealed bags after checking for leakage will be cleaned from outside with duster and packed in the secondary pack of twenty-five kgs.
- f) These bags will be weighed for gross weight to ensure accurate packing prior to stitching of the bags. Gross weight will be written on individual bags.
- g) The filled and stiched bags will be transferred to finished godowns and stacked as per specified procedure.
- h) Workers will ensure proper cleaning & operation of machines, fixtures, tools and work place.
- i) The filled bags (secondary bag) will be checked at random for accuracy of weight and leaky pouches. Any rejection by lab. will have to be reworked & penalized as per clause of the agreement.

CRITICAL POINTS

- Ensure that weight of SMP pouches remain within permissible range i.e. 1000 to 1015 gm (Gross Wt.)
- Leaky pouches must be segregated before transferring to secondary pack for resealing.
- Mention gross weight on individual secondary pack.

MILK POWDER FILLING AND PACKING (BULK)

- a) The packing and packaging material will be transferred from main stores as per requirement.
- b) The 25 kg. Poly bag will be inserted into kraft paper bags hygienically and embossed / stamped as per statutory requirements for batch No., Month and year of manufacturing and serial number of the bag.
- c) Approximately 25 kg of powder will be packed in the bags and weight adjusted by using electronic balance. The weight will be adjusted by using clean scoop and the next bag of powder being filled.
- d) The inner poly bag will be tied with cotton tape after removing the air from the poly bag and at a distance to give uniform flat shape to the bag.
- e) The bags will then be stiched ensuring a uniform stich at the top.
- f) The filled and stiched (double / single as per requirement) bag will be transferred to finished godowns and stacked as per specified procedure.
- g) Workers will ensure proper cleaning and operation of machine & work place.
- h) The electronic balance, empty bags with liners will be checked at regular intervals for accuracy of weight with standards weights.
- i) Workers / official working in the packing room will wear caps, masks and clean white uniform. The persons entering the sifter room will clean the hands with teepol / soap and sanitize by dipping in 100 ppm. Chlorine solution & dry.

SUBJECT:- GHEE FILLING, PACKING, TRANSFERING TO GRANULATION ROOM AND GHEE GODOWN.

1.0 SCOPE OF WORK

The scope of work shall be as under :-

- 1.1 Ghee filling, packing, transferring to granulation room & Ghee Godown :-** Job includes the cleaning of packing materials, filling, sealing, cleaning, stamping, labelling, cartooning, embossing, marking and granulizing of all type of Ghee packs as per procedure specified in Annexure – ‘A’.

2.0 COMPNSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – ‘B’.

3.0 VALIDITY

This contract shall be operative from 1st April 2001 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs 5000/- (Rupees Five Thousand only) as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contract has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bills on monthly basis by the 2nd of each month for the preceding month and payment will be released before 7th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's worker employed by / through the contractor for E.S.I., P.F. shall be borne by him and he will comply with the provisions of Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

(GHEE)

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules.	5 % value of remuneration equivalent of assigned work.
2.	Wastage of packing materials (Exceeding the permitted norms) i.e. not more than 0.05 %	Cost of the packing materials will be recovered.
3.	Poor hygiene of manpower (Dirty uniforms etc).	Rs. 10/- per head per day.
4.	Poor housekeeping and sanitation of equipments, fixtures and premises in possession.	Rs. 10 /- times the value of products involved or loss of property (actual).
5.	Indiscipline, in subordination and misbehavior.	Minimum Rs. 50/- per instance.
6.	Theft or damage to property.	10 times the value of product involved or loss of property (actual).
7.	Found smoking or carrying material like Pan, Bidi, cigarette & Zarda etc. in the plant.	Rs. 50/- per instance.
8.	Failure to supply requisite manpower as per schedules.	Penalty @ 50 % wages of short supplied manpower or direct loss to the company shall be applicable.
9.	Spillage of Ghee / butter / cream.	Cost of material shall be recovered.
10.	Any other losses i.e. breakage of windowpanes, equipments etc.	Cost material and labour charges for fixing will be recovered.
11.	Weight variation more than desired norms a) Qty. more than specified norms. b) Qty. less than desired weight.	Cost of Ghee will be recovered. Cost of packaging material wastage will be recovered.
12.	Dirty tins from outside.	Rs. 2/- per tin.
13.	Counting / accounting of material inputs / packaging material.	Actual cost of material wasted beyond specified norms.
14.	Delay or improper disposal of material wastes.	Rs. 25/- per instance.

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory (Milk Plant) shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers provided by contractor shall work in rotation / shifts as required, under his supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All workers shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, insubordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker staff provided by contractor for miscellaneous jobs at it's premises and he will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. All employees of contractor shall be subject to security check and control as per prevalent rules.
15. Contractor and any of his employees shall not do any other activity not permitted by management.
16. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him in totality.
17. Contractor and his employees being associated will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
18. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
19. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
20. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
21. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
22. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
23. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a taken of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

Signature of Contractor

Date :

Date :

2.0 COMPENSATION

Annexure - B

SR. NO.	JOB SCOPE CODE NO	JOB TITLE & UNIT GHEE PACKING / FILLING (ASSORTED)	RATES PAISA PER KG.
1.	1.1	15 Kg. Tin	05.16 P
	1.2	5 Kg. Tin	09.19 P
	1.3	2 Kg. Tin	18.38 P
	1.4	1 Kg. Tin	20.42 P
	1.5	½ Kg. Tin	36.76 P
	1.6	1 kg Tin Poly Pouch	13.12 P
	1.7	½ Kg. Poly Pouch	20.41 P
	1.8	1 Kg. B.B	14.53 P
	1.9	½ Kg. B.B	22.60 P

- Note :-**
1. In piece rated jobs any contribution / job input provided by the company directly or on behalf of contractor shall be debited to him.
 2. Any further automation incorporated in the piece rated jobs shall be taken into consideration for modifying the rates mentioned above.
 3. Due to automation the cost of manpower saved shall be to company' account. However as a result of cost saving exercises jointly carried out by company and contractor (other than automation) shall be shared on 50 : 50 basis.
 4. Any further revision in the minimum wages will be taken into consideration for modifying rates mentioned above.

1.1 GHEE FILLING & PACKING

- a) The packing and allied materials will be transferred from main stores to packing room as per requirements.
- b) Packing containers will be cleaned internally and externally by compressed air or by clean cloth prior to filling Ghee.
- c) Proper seeding with Ghee granules will be carried out prior to filling at 30 – 40 deg. C.
- d) Embossing the batch no, date of mfg., maximum retail price (MRP) and other statutory requirements will be ensured.
- e) The packed containers will be transferred to godown after cleaning from outside with duster.
- f) After complete granulation, the packed container will be transferred into the secondary packaging, corrugated boxes properly. The boxes will be strapped neatly, stamped, weighed and transferred to Ghee godowns.
- g) The packed material will be checked for any leakage, sorting for replacement. The leaky / rejected packs will be cut open for reprocessing.
- h) Workers will ensure proper cleaning, housekeeping of machines, fixtures & work place.
- i) Accurate quantity of Ghee is to be filled as per size of packs. Variations in weight must not be more than + / - 10 gms than desired weight (In case of ½, 1,2 Kg pouch and + / - 20 gm in case of 5 and 15 kg tin).
- j) Ghee tins after filling must be cleaned thoroughly from outside before putting in the corrugated boxes. Random checking for cleanliness will be carried out.
- k) Before transferring Ghee cartons to store, each individual carton will be weighed. The gross weight will be mentioned on each carton. In case gross weight is more / less than desired weight, carton will be segregated for checking weight of each container.
- l) Counting / accounting of material inputs / packaging materials.
- m) Timely disposal of material wastes as per specified procedures.

CRITICAL POINTS

- Cleaning of containers from inside & outside with compressed air or clean cloth.
- Accurate weighment.
- Observe proper hygiene.
- Mention gross weight on cartons be on cartons before transferring to main godown.
- Counting / accounting of material inputs / packaging material.

SHIFTING

B) GHEE :-

- a) Shifting of small pack ghee, 15 kg tin will be carried out manually by contractor's labour.
- b) Weighment of small pack cases / 15 kg tins will be carried out by contractor's labour under the supervision of shift officer / supervisor.
- c) Stacking will be done on floor shall be only upto 6 cartons height, and of tins and jars up to 8 cartons height.
- d) Loading is to be carried out manually by labour.
- e) Unloading of Ghee returned from market will be carried out by the contractor's labour as per applicable rates.

MONITORING MANPOWER UTILIZATION

(PACKING OPERATIONS)

GHEE PACKING

PACK SIZE		½ LTR PP	½ LTR MB	1 LTR PP	1 LTR MB	½ LTR TIN/PJ	1 LTR TIN/PJ	2 LTR TIN/PJ	5 LTR TIN/PJ	15 K TIN
PARTICULARS										
NO OF OPERATORS		1	1	1	1	1	1	1	1	1
NO OF WORKERS		4	4	4	4	10	10	10	10	5
TOTAL WORKERS		5	5	5	5	11	11	11	11	6
AVAILABLE MAN HOURS IN SHIFT		35	35	35	35	77	77	77	77	42
PRODUCTION/HOURS	KG/LTR	600	600	900	900	420	1000	840	2100	1800
PRODUCTION/SHIFT	KG/LTR	4200	4200	6300	6300	2940	7000	5880	14700	12600
MANHOUR/KG PROD. (A)	KG	0.0003	0.0003	0.0056	0.0262	0.0110	0.0131	0.0052	0.0033	0.14
CARTONING										
MANPOWER REQUIRED IN SHIFT		4	7	4	6	4	6	4	4	3
AVAILABLE MAN HOURS IN SHIFT	0	28	49	28	42	28	42	28	28	21
CARTONING/SHIFT	KG/LTR	4200	4200	6300	6300	2940	7000	5880	14700	12600
M.HOURS/KG CARTOING (B)	KG/LTR	0.0067	0.0117	0.0044	0.0067	0.0095	0.0060	0.0048	0.0019	0.0017
T. HOURS/KG/ PROD. (A+B)	KG/LTR	0.0150	0.0200	0.0100	0.0122	0.0357	0.0170	0.0179	0.0071	0.0050
TOTAL COST/KG PROD.	RS	0.1242	0.1299	0.0828	0.0854	0.3774	0.1608	0.1887	0.0755	0.0485

SUBJECT:- UNLOADING, WASHING / CLEANING OF CRATES, PACKING, STORAGE AND LOADING OF LIQUID MILK.

1.0 SCOPE OF WORK

1.1 Unloading, washing / cleaning of Crates, Packing, storage and loading of liquid milk, as per specified requirements / time schedules and procedures specified in Annexure – ‘A’.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – ‘B’.

3.0 VALIDITY

This contract shall be operative from 1st Oct 2000 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs. 5000/- (Rupees Five Thousand only) as security deposit towards faithful execution of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bills on monthly basis by the 2nd of each month for the preceding month and payment will be released before 07th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / worker employed by / through the contractor for E.S.I., P.F. shall be borne by contractor and he will comply with the provisions of Payment wages Act, Minimum Wages Act, Contract Labour (Regulations & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

SR. NO.	NATURE OF OMISSION OF DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules	5 % value of remuneration equivalent of assigned work
2.	Wastage of packaging materials (Exceeding the permitted norms) i.e. not more than 0.05 %	Cost of the packing materials will be recovered.
3.	Poor hygiene of manpower (Dirty uniforms etc.)	Rs. 10/- per head per day.
4.	Poor housekeeping and sanitation, of equipments, fixtures and premises in possession.	Rs. 10 /- per instance
5.	Indiscipline, in subordination and misbehavior.	Minimum Rs. 50/- per instance
6.	Theft or damage to property.	10 times the value of product involved or loss of property (actual).
7.	Found smoking or carrying material like Pan, Bidi, cigarette & Zarda etc, in the plant.	Rs. 50/- per instance.
8.	Failure to supply requisite manpower as per schedules	Penalty @ 50 % wages of short supplied manpower or direct loss to the company shall be applicable.
9	Spillage of Milk	Cost of material shall be recovered.
10.	Any other loses i.e. breakage of window panes, equipments etc.	Cost of material and labour charges for fixing will be recovered.
11.	Breakage of milk crates.	Cost of milk crate will be recovered.
12.	Uncleaned / Dirty crates	Rs. 0.50 per crate
13.	Delay or improper disposal of material wastes	Rs. 25 /- per instance.
14.	Counting / accounting of material inputs / packaging material	Actual cost of material wasted beyond specified norms.

8.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory (Milk Plant) shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers provided by contractor shall work in rotation / shifts as required, under his supervision subject to the overall requirement conveyed by the designated officer of the company.
5. All workers shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, insubordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject an worker / staff provided by contractor for miscellaneous jobs at it's premises and contractor will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for co-ordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. Contractor will submit the statutory returns related to ESI, PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out of employees / workers shall be exclusively borne by him in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's role out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

LIQUID MILK PACKAGING

Procedure for washing of milk crates.

- a) The dirty unclean crates received from the city supply vehicle will be put into the soak-pit / soak tank, where all dirt, curd particles, extraneous matter etc. will be removed using brushes / nylon waste.
- b) The crates will then be dipped in tank / pit having hot cleaning solution for further removal of fats and dirt sticking to it by scrubbing with brushes / nylon filters.
- c) The cleaned crates will then be flushed with water jet pressure to remove traces of cleaning solution etc.
- d) The crates which could not be cleaned with above treatment will be further segregated and dipped in 1 % warm caustic solution and manually scrubbed with brush after wearing rubber gloves.
- e) These crates will finally be cleaned with water jet pressure to remove traces of caustic solution.
- f) The cleaned crates will finally be rinsed in 100 PPM chlorine solution prior to transferring the crates to packing room.
- g) The rinsed crates will be transferred to filling area by a tricycle, from where these will be pushed on roller conveyer to packing room.
- h) The specified number of filled pouches from the machine will be stacked in the crates and pushed to the cold store through roller conveyer. Filled crates will be stacked by using "REHRIS" to avoid breakage of plastic crates.
- i) The milk pouches will be checked for accuracy of weight and drop test regularly during filling to ensure that no under weight / leaky packets are transferred in the crates.
- j) The crates with leaky pouches will be segregated and replaced with good pouches prior to loading of vehicles so that vehicles are not delayed and there is no spillage of milk while loading of crates in cold store.
- k) The milk crates will be transferred with Rehris to the despatch dock near the vehicles as per requirement of despatches.
- l) The old leftover stock of filled milk crates after despatches will be segregated for leaky pouches and kept separate from the fresh filled stock in the cold store in the morning and at night after despatch.
- m) The rejected pouches by laboratory will be cut opened and milk transferred to process section for reprocessing.

- n) The workers will ensure proper cleaning, housekeeping of machines, fixtures and work place throughout the working period.
- o) Disposal of waste materials as per specified procedures.
- p) Counting / accounting of material inputs received by the contractor from stores.

CRITICAL POINTS

- Cleaning of milk crates.
- Random checking of weight of pouches.
- Cleaning of machines.
- Segregation of leaky pouches.
- Counting / accounting of material inputs / materials

2.0 COMPENSATION

Annexure – 'B'

SR. NO.	JOB SCOPE CODE NO	JOB TITLE	UNIT	RATES
				Rs. Ps.
1.	1.1	Liquid Milk Packing	Per 100 ltrs.	05.48

- Note :-**
1. In piece rated jobs any contribution / job input provided by the company directly or on behalf of contractor shall be debited to him.
 2. Any further automation incorporated in the piece rated job shall be taken into consideration for modifying the rates mentioned above.
 3. Due to automation the cost of manpower saved shall be to company's account. However as a result of cost saving exercises jointly carried out by company and contractor (other than automation shall be shared on 50 : 50 basis).
 4. Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

SUBJECT:- MANUFACTURING, FILLING, PACKING & TRANSFERRING TO FINISHED GODOWNS OF INDIGENOUS PRODUCTS.

POUCH FILLING SECTION

1. Maintain proper cleaning of pouch filling room and cold store.
2. To fill milk pouches as per specified time schedule on daily basis.
3. To draw packing materials / material inputs from stores on daily basis.
4. To fill milk pouches in milk crates (24 No.) and transferring to cold store.
5. Proper stacking of milk crates category wise in cold store.
6. Transferring milk from processing section to packing machine after changing over category of milk.
7. To cut open leaky pouches.
8. To carry out despatches of milk crates at despatch dock in the morning and evening.
9. Counting and accounting of material inputs / packaging materials received from stores or authorised representative of the company.
10. Disposal of material waste as per specified procedures.

1.0 SCOPE OF WORK

The scope of work shall be as under :-

Manufacturing, Filling, Packing & Transferring to finished godowns of Indigenous Products e.g. Lassi, Curd, Butter, Toffee, Ice-Cream, Paneer, Pinni, and Milk Cake etc. as per specified requirements / time schedule and procedures specified in Annexure – ‘A’ to ‘L’.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – ‘B’.

3.0 VALIDITY

This contract shall be operative from 1st Oct 2000 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs. 5000/- (Rupees Five Thousand only) as security deposit towards faithful execution of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignments and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his on monthly basis by the 2nd of each month for the preceding month and payment will be released before 07th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / worker employed by / through the contractor for E.S.I., P.F. shall be borne by the contractor and he will comply with provisions of Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules.	5% value of remuneration equivalent of assigned work.
2.	Wastage of packaging materials (Exceeding the permitted norms) i.e. not more than 0.05%.	Cost of the packing materials will recovered
3.	Poor hygiene of manpower (Dirty uniforms etc.)	Rs. 10/- Per head per day.
4.	Poor housekeeping and sanitation of equipments, fixtures and premises in possession.	Rs. 10/- Per instance
5.	Indiscipline, in subordination and misbehavior.	Minimum Rs. 50/- per instance
6.	Theft or damage to property.	10 times the value of products involved or loss of property (actual)
7.	Found smoking in carrying material like Pan, Bidi, Cigarette & Zarda etc. in the plant.	Rs 50/- per instance
8.	Failure to supply requisite manpower as per schedules	Penalty @ 50 % wages of short supplied manpower or direct loss to the company shall be applicable.
9.	Any other losses i.e. breakage of windowpanes, equipments etc.	Cost of material and labour charges for fixing will be recovered.
10.	Weight variation more than desired norms a) Qty. more than specified norms. b) Qty. less than desired weight.	Cost of product will be recovered. Cost of packaging material wastage will be recovered.
11.	Counting / accounting of material inputs / packaging material.	Actual cost of material wasted beyond specified norms.
12.	Delay or improper disposal of material wastes.	Rs. 25/- per instance.
13.	DAHI (CURD) a) Whey separation in curd b) Wastage of packaging material (not more than 1.0 %) c) Volume variation. (200 ml. +/- 5 ml.)	Cost of milk and packaging material will be recovered. Cost of packaging material will be recovered. Cost of milk will be recovered.
14.	PINNI / MILK CAKE a) Poor texture / body & taste b) Wastage of packaging material. (Not more than 0.05%).	Reprocessing cost will be recovered. Cost of packing material will be recovered.
15.	PANEER a) Brittle texture & body b) Wastage of packaging material. (Not more than 0.05%) c) Weight variation (200 g +/- 10 g)	Cost of paneer will be recovered. Cost of packaging material wasted will be recovered. (above norms) Cost of paneer will be recovered (extra weight).

8.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory (Milk Plant) shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers provided by contractor shall work in rotation / shifts as required, under contractor's supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All worker shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found in indiscipline, insubordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker / staff provided by contractor for miscellaneous job at it's premises and he will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing spitting in public not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for co-ordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. Contractor will submit the statutory returns related to ESI, PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliance related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a taken of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

2.0 COMPENSATION

Annexure – 'B'

SR NO	JOB SCOPE CODE NO	JOB TITLE & UNIT GHEE PACKING / FILLING (ASSORTED)	UNIT	RATES RS. PER KG.
1.	1.1	LASSI (Manual) (Machine)	Ltr - do -	1.40 0.81
	1.2	CURD (Small Batch) (Big Batch)	Per Cup	0.3225 0.2304
	1.3	BUTTER (100 gms.) (500 gms.)	Per Kg.	1.35 1.88
	1.4	TOFFEE	Per Toffee	0.26
	1.5	PANEER (Commercial) (400 kgs. Lot) (800 Kgs. Lot) (200 gm.) Small lot (200 gm.) Big lot	Per Kg. Per Kg. Per Kg. Per Kg.	0.80 0.80 1.36 1.28
	1.6	PINNI	Per Kg.	4.59
	1.7	MILK CAKE	Per Kg.	5.44
	1.8	ICE CREAM 1) Candy 2) ICE CREAM (mix) 3) Malai Kulfi 4) Cup filling Nut variety (on batch freezer) 5) Gallon Bricks Nut Variety (on batch freezer) 6) Cup filling on continuous freezer 7) Bricks on continuous freezer 8) Gallon on continuous freezer Nut Variety on continuous freezer 9) Cups Brick 10) Gallon	Piece Litre Piece Litre Litre Litre Litre Litre Per Gallon Per Litre Per Brick Per gallon	0.23 0.21 0.31 1.29 0.97 0.41 0.41 0.98 0.41 0.41 0.98

- Note :** -
1. In piece rated jobs any contribution / job input provided by the company directly or on behalf of contractor shall be debited to contractor.
 2. Any further automation incorporated in the piece rated jobs shall be taken into consideration for modifying the rates mentioned above.
 3. Due to automation the cost of manpower saved shall be to company's account. However as a result of cost saving exercises jointly carried out by company and contractor (other than automation) shall be shared on 50 : 50 basis.
 4. Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

PROCEDURE FOR MANUFACTURING OF DAHI :-

- 1) Milk is standarised for dahi preperation as per norms. Milk will be heated to 95 – 100 deg C / 05 minutes and cooled down to 37 deg C.
- 2) All the utensils to be used are properly cleaned & sterilized with steam.
- 3) Culture is added in the milk and thoroughly mixed, milk is transferred to Kettle / Vat for filling.
- 4) MRP, Date of Manufacturing is stamped on each cup before filling.
- 5) Milk is filled in cups & lids are heat sealed. Each lid is checked for leakage, if any.
- 6) Cups are transferred to incubation room maintained at 37 deg C lot wise.
- 7) Cups are kept in incubation room for 5-7 hrs. till acidity attained 0.50 – 0.55 % and smooth texture body is formed.
- 8) Cups are immediately transferred to cold store.
- 9) Transfer cups into cartons after 03 hrs of storage.

CRITICAL POINTS

- Proper heating of milk at 95 deg C & then cooling to 37 deg C.
- Proper cleaning and sterilization of all equipments & utensils before use.
- Proper mixing of culture in milk.
- Incubation room should be maintained at 37 deg C.

Annexure – ‘B’

PROCEDURE FOR MANUFACTURING OF PANEER :-

1. Standardised milk will be taken into paneer Vat at 85-90 deg C through pasteurizer when bulk paneer will be manufactured. Milk is cooled down to 70 deg C.
2. Citric acid solution at 70 deg C will be slowly added in milk with constant stirring till milk is completely coagulated. (PH 5.4)
3. Whey will be transferred to balance tank through pipeline.
4. Coagulam is transferred to moulds blocks and these will be pressed with weight / press to attain desired texture & body.
5. Paneer blocks will then be transferred to chilled water tanks for minimum 3 hrs. for small packing & for commercial grade paneer, paneer blocks are placed in milk crates having chilled water & transferred to cold store for 10 hrs.
6. Paneer blocks will be then cut for 5 kg. Blocks and transferred to liners. For small packing, Blocks will be cut to small pieces i.e. 200 gms and put in liners. Paneer liners are transferred to corrugated boxes and shifted to cold store.
7. Paneer Vats and moulds are properly cleaned before reuse.
8. Tables and hands are to be properly cleaned & serilized with chorine solution.

Annexure – C

PROCEDURE FOR MANUFACTURING OF PINNI :-

1. Take specified quantity of Suji and Besan and fry the ingredients by addition of Desi ghee in a kettle till it achieve brownish colour.
2. Add Dal pithi and mix well and fry it again.
3. Add specified quantity of Khoya in it and mix well.
4. Transfer above contents into tray - - (A).
5. Take 4 Kg. (Appx.) water in kettle and add 10 kgs. Sugar. Make thick syrup.
6. Add ‘A’ in sugar syrup and mix well.
7. Transfer the contents into trays and allow it to cool down to room temperature.
8. Make proper balls of pinni and place in pastry “Katori” and further in ½ Kg. & sweet box as per requirements.

Annexure – 'D'

LASSI

1. Ensure cleanliness of the equipments and utensils.
2. Village level Collection (VLC) milk chilled below 7 degree C, filtered through clean sterilised muslin cloth is taken and Standardised to 5.0% FAT and 10.5% SNF as per specified norms.
3. Standardised milk is heated to 80 degree C. and cooled to 30 degree C.
4. Standardised milk is inoculated with 1 % active culture and incubated at 30 – 32 degree C. till acidity reaches 0.7 to 0.8% lactic acid.
5. The curd so formed is broken gently by clean sterilised Plunger and chilled below 7 degree C. Homogenise the contents at 70 deg C. Add sugar previously pasteurised and chilled below 7 degree C. Add chilled pasteurised water so that final product has specified composition.
6. Lassi is packed in pouches taking all sanitary precautions and transferred to cold store below 5-Degree C despatch.

MILK CAKE

1. Ensure cleanliness of the equipments and utensils.
2. VLC milk chilled below 7 degree C. filtered through clean sterilised muslin cloth is taken and Standardised to 5.6 % FAT and 8.5% SNF.
3. Standardised milk is allowed to boil at slow rate with constant stirring to avoid burning of milk solids on the wall of the kettle/
4. Add 50 mgs of citric acid per 20 kg milk during boiling of milk at stage when the volume is reduced to 1/3 rd. This is done to improve the texture of khoa.
5. Sugar is added 25% of khoa slowly with constant stirring. Finally cardamom flavour @20 ml/100 kg. Khoa is added.
6. Heating is stopped when typical brown colour appears. The contents are transferred in trays and spread uniformly.
7. The contents are cooled and packed in required sizes. Milk cake is stored at room temperature.

Annexure - E

PROCEDURES FOR PASTEURIZED TABLE BUTTER / WHITE BUTTER

1. Cleaning in place of cream pasteurizer, cream tanks, pipelines connecting cream tank to pasteurizer, balance tank to dump tank and manual cleaning of valves to be carried out.
2. Butter churn is to be cleaned and sterilized as per MSL procedures.
3. Pasteurized water below 7 degree C. is filled in one of the cream tanks.
4. Cream after pasteurization at 85-90 degree C and cooling to approx. 10 degree C is directly loaded into butter churn to the desired level. Cream line is flushed with pasteurized chilled water. Under loading / over loading of the churn is avoided.
5. Annato Butter colour @ 0.5 ml to 0.6 ml/kg of fat is added to the cream in the churn.
6. After initially rotating the churn for 5-10 minutes in second gear, the liberated gas is removed once or twice by opening the churn vent. Then the cream sample is drawn for chemical and bacteriological analysis.
7. The churn is run at fast speed (4th gear). During churning operation, there is rise in temperature from 1-3 degree C. Churning is accompanied by foaming and then comes the breaking stage. During churning the temperature is maintained at approx. 10 degree C by spraying chilled water.
8. After continuous running for 20-30 minutes or earlier when the churn starts taking load, stop the churn and start again at medium speed (3rd gear) till breaking stage is achieved as visible from the glass sight. After the breaking stage, the churning is continued until the butter grains are of the desired size (Peasize).
9. Butter churn is then stopped into a position to remove butter milk. Butter milk is taken out and after chilling, it is mixed with raw milk after getting the quality clearance. Pasteurized chilled water is added to the butter grains in the churn equal to the volume of butter milk removed. After few revolutions, wash water is drained out. Normally one wash is enough for good butter. Wash water is further drained by running the churn at medium speed through opened outlet valve for five minutes. At this stage, sample of butter is drawn for first moisture analysis.
10. Required quantity of edible salt @ 2.5 percent of butter fat is dissolved in pasteurized water and heated to 85 degree C and then cooled to 10 degree C prior to adding into the butter to get the desired composition in the final product.
11. Butter churn is run for 30-45 minutes at 3rd gear (medium speed) for proper working of butter and sample drawn to see that final product is free from moisture, uniform mixing of salt and uniform colour throughout the mass.
12. Butter is taken out in a clean, sterilized trolley and immediately covered with clean sanitized muslin cloth. Butter trolley is transferred into the butter cold storage maintained at - 10 degree C. for hardening of butter.

13. Butter is packed in small packaging as per required sizes after cleaning the butter packing machine as per small size. Packed butter is stored in butter cold store maintained at -10 degree C till despatch.
14. Butter parking is to be carried out under most hygienic conditions.
15. Butter cold store and butter packing room is fumigated / sprayed with 10 % formaline solution at regular frequency.
- In case of white butter steps no 5 & 10 are omitted.

Annexure – F

PROCEDURE FOR ICE CREAM MIX PREPARATION

1. Ensure proper cleaning of batch pasteurizer Vat.
2. Take specified quantity of fresh milk in it & raise temperature to 40 degree C.
3. Add to it slowly specified quantities of SMP, White Butter / Cream, stabilizer & emulsifier.
4. Heat the milk to 80 degree C./5 minutes.
5. Chill the Ice Cream mix through chiller & transfer to Aging Vat. And hold it for minimum 8 hours preparation of Ice Cream.

Annexure – G

PROCEDURE FOR PREPARATION OF ICE CANDY WATER

1. Take 35 ltrs. (Appx.) of potable water in steam jacket Vat.
2. Add to it, specified quantity of sugar, colour, flavour, citric acid.
3. Make volume 40 L.
4. Pasteurize it to 80 degree C. & chill to 10 degree C.
5. Ensure proper cleaning of moulds.
6. Transfer Ice candy water to the moulds upto brine.
7. Transfer moulds to brine water maintained at 20 degree C.
8. Put wooden stick into each pocket of moulds when Ice candy water is half frozen.
9. Allow the moulds to remain to the brine tanks for 30-40 minutes till Ice candies are properly frozen.
10. Take out candies and put in the poly liners pouches and transfer to ice cream cold store till despatches.

PROCEDURE FOR CRUNCH PREPARATION

1. Take 4 Kg. Of sugar in karahi.
2. Slowly heat the sugar with constant stirring.
3. Add kaju in it when sugar fully caramelized.
4. Transfer the contents into trays & allow it hardening.
5. Break the crunch into small pieces before putting in ice cream.

Annexure – I

PROCEDURE FOR CHOCOBAR PREPARATION

1. Take RBD coconut oil in a kettle and heat it to 75 degree C.
2. Transfer the coconut oil into bowl and add to it chocolate paste and mix well.
3. Bring it to room temperature.

Annexure – J

PROCEDURE FOR ICE CREAM PREPARATION

1. Ensure proper cleaning and sterilization of continuous freezer.
2. Add colour and flavour in the Ice cream mix as per variety of ice cream.
3. Run the ice cream pump and agitator or chamber of machine.
4. Ensure proper stamping of Batch.No., MRP and date of manufacturing on cups / bricks / gallons.
5. Fill the ice cream in cup / brick / gallon by keeping it under the machine. Maintain over run 90-100%.
6. Transfer the cups into outer carton and affix BOPP tape.

Annexure – K

PROCEDURE FOR TOFFEE PREPARATION

1. Take 5 Ltr. Of milk in a kettle and boil it with constant mixing.
2. Add it to, 1 kg. Sugar and 40 gm of TSP with constant stirring.
3. Keep boiling the milk till rabri like texture & body is achieved and colour turn to brownish.
4. Add slowly 100 gm liquid glucose with slow stirring.
5. Transfer the contents into trays and allow it to cool down to room temperature. It will become hard mass.
6. Make toffee (5gm.) with the help of cutter and wrap it in Aluminium foil.
7. Transfer the cartons to ice cream cold store for hardening.

**MONITORING MANPOWER
UTILIZATION**

PAKING OPERATION

PASTEURIZED LIQUID MILK

PACK SIZE - >		FILLING POUCHES	CRATE WASHING & DESPATCHES
PARTICULARS		(A)	(B)
LABOUR RATE/HOUR	RS	12.24	12.24
NO OF WORKERS		8	6
NO OF OPERATORS		NIL	NIL
TOTAL WORKERS		8	6
AVAILABLE MAN HOURS IN SHIFT		56	42
MANPOWER COST/SHIFT	RS	783.59	587.69
PRODUCTION/HOUR	LTR	4800	4800
PRODUCTION/SHIFT	LTR	28800	28800
MANHOUR/LTR PROD.		0.0019	0.0015
COST/LTR		0.0272	0.0204

TOTAL LAB COST/ PACK 0.04761
(0.0272-0.0204)

- Operation cum maintenance contract with professional Contractor @ Rs. 0.02 / ltr Milk packing (@)

SUBJECT : PROCESSING OF MILK RECEIVED FROM MCC'S

1.0 SCOPE OF WORK

The scope of work shall be as under :-

1.1 Timely receipt and processing of milk received in the factory from all chilling centers / other sources as per procedures specified in Annexure – A.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – B.

3.0 VALIDITY

This contract shall be operative from 01.01.2003 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs. 5000/- (Rupees Five Thousand only) as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within on month of satisfactory completion of the assignment and certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bills on monthly basis by the 2nd of each month for the preceding month and payment will be released before 07th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / worker employed by / through the contractor for E.S.I., P.F. shall be borne by the contractor and he will comply with the provisions of payment of Wages Act, Minimum Wages act, contractor labour (Regulation & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Spillage of milk / overflow of RM tank.	Cost of milk wasted to be recovered.
2.	Dirty storage tanks / tankers / pipes & fittings.	Rs.10/- per unit / per instance.
3.	Delay in cleaning of seperator (s) beyond specified time schedule. (Not more than 01 Hour)	Rs. 50/- per instance.
4.	Delay in receipt or timely processing of milk. (Due to slackness on the part of manpower).	Rs.25/- per instance.
5	Delay or improper disposal of waste material.	Rs.15/- per instance.
6.	Dirty milk tanker	Rs.50/- per tanker.
7.	Dirty cans.	Rs.5/- per can.
8.	Improper segregation of leaky pouch trays in cold store.	Rs.50/- per day.
9.	Counting / accounting of material inputs / packaging material.	Actual cost of material wasted beyond specified norms.

8.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory (Milk Plant) shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.

4. The workers provided by contractor shall work in rotation / shifts as required, under his supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All workers shall be participating and adopting the quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, insubordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker / staff provided by contractor for miscellaneous jobs at it's premises and he will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for co-ordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.
14. Contractor will submit the statutory returns related to ESI,PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him in totality.

18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return on copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

2.0 COMPENSATION

Annexure – 'B'

SR. NO.	JOB SCOPE CODE NO.	JOB TITLE	UNIT	RATES
				In paisa
1.	1.1	Reception and processing of milk. Upto 1 Lac ltr. Per day	Per 1 ltr	0.01/-
2.		> 1 lac ltr per day & upto 1.5 lac ltr per day.	- do -	0.85 / -
3.		> 1.5 lac ltr. Per day & upto 2.0 lac Ltr. Per day.	- do -	0.81 / -
4.		Washing of tanker	Per tanker	10.00
5.		Veg. Oil homogenization. (4w/1 Hour – 200 Kg.)	Per kg.	0.115

- Note :-**
1. In piece rated jobs any contribution / job input provided by the company directly or on behalf of contractor shall be debited to him.
 2. Any further automation incorporated in the piece rate jobs shall be taken into consideration for modifying the rates mentioned above.
 3. Due to automation the cost of manpower saved shall be to company's account. However as a result of cost saving exercises jointly carried out by company and contractor (other than automation) shall be shared on 50 : 50 basis.
 4. Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

Annexure – A

RECEPTION OF MILK

- A) Milk tanker received from milk chilling centers & contractors are unloaded only after clearance from Q.A department. Milk is segregated as per grade / Quality as per instructions from Q.A department. After emptying out milk tanker, tanker is properly flushed with water to remove milk residue.
- B) VLC milk is received at dock in the morning & evening. After checking the quality, the same is loaded & empty cans are to be cleaned & sterilized as per specified procedures.

A) CLEANING AT DOCK AND CIP ROOM

1. Cleaning of CIP room, balance tank and adjoining line procedures manually. (At Dock)
2. Cleaning of balance tanks and adjoining lines manually.
3. Cleaning of online filter.
4. Cleaning of dips of raw milk and silo's tanks.
5. Preparation of CL2 solution.
6. Preparation of teepol solution.
7. Maintain proper strength of caustic and CL2 in CIP tanks.
8. Carry out CIP of all storage tanks after each one is emptied out.
9. Maintaining specified standard of housekeeping and cleanliness in the operational area.
10. Counting accounting of material inputs received by the contractor from the store.
11. Disposal of waste material as per specified procedures.

B) PROCESSING SECTION

1. Keep proper cleaning of processing hall.
2. Manual cleaning of cream balance tank & adjoining pipe lines.
3. Manual cleaning of Raw cream pipe lines connected to cream balance tank.
4. All bends connected to storage tanks. (p1,p2,p3 & p4)
5. Cleaning of separator plates within 1.0 hour after stopping the separators.
6. Cleaning of storage tanks manually after each one is emptied out (p1, p2, p3, p4, ST1, ST2, CT1, CT2 & CT3).
7. Maintaining specified standard of housekeeping and cleanliness in the operational area.
8. Scum collecting from the separators is thrown in the morning at the specified place.
9. Counting and accounting of material inputs received by the contractor from the store.

SUBJECT: - BOTTLE WASHING, FILLING, STERILIZING, LABELLING, PACKING**1.0 SCOPE OF WORK**

The scope of work shall be as under :-

- 1.1 **Bottle Washing, filling Sterilizing, Labelling, Packing** : The Sterilized Flavoured milk packing in the desired capacities and quantities will be done daily, timely and regularly as per the specified procedure detailed in Annexure – A.
- 1.2 **Washing of returned / curdled bottles** in the desired quantities will be done on need basis, timely and regularly as per the specified procedure detailed in Annexure – B & C.
- 1.3 **Relabelling of filled bottle** in the desired quantities will be done on need basis, timely and regularly as per the specified procedure detailed in Annexure – ‘D’

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – ‘E’.

3.0 VALIDITY

This contract shall be operative from 01.04.2003 and shall be valid for six months and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs 5000/- (Rupees Five Thousand only) as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bills on monthly basis by the 2nd of each month for the preceding month and payment will be released before 07th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / worker employed by / through the contractor for E.S.I., P.F. shall be borne by the contractor and he will comply with the provisions of Payment of Wages Act, Minimum wages Act, Contract Labour (Regulation & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / procedures / rules the penalties shall be levied as under.

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules.	5% value of remuneration equivalent of assigned of work.
2.	Wastage of packaging materials (Exceeding the permitted norms) i.e. not more than 0.05%	Cost of the packing materials will be recovered.
3.	Poor hygiene of manpower (Dirty uniform etc.)	RS.10/- Per head per day.
4.	Poor housekeeping and sanitation of equipments, fixtures and premises in possession.	Rs.10/- per instance.
5.	Indiscipline, in subordination and misbehavior.	Minimum Rs.50/- per instance
6.	Theft or damage to property.	10 times the value of products involved or loss of property (actual).
7.	Found smoking or carrying material like Pan, Bidi, cigarette & Zarda etc. in the plant.	Rs.50/- per instance.
8.	Failure to supply requisite manpower as per schedules.	Penalty @ 50% wages of short supplied manpower or direct loss to the company shall be applicable.
9.	Spillage of milk	Cost of milk shall be recovered.
10.	Any other losses i.e. breakage of windowpanes, equipments etc.	Cost of material and labour charges for fixing will be recovered,
11.	Coli + ive in milk	Rs.10/- per instance
12.	Weight variation more than desired norms. a) Qty. more than specified norms. b) Qty. less than desired weight.	Cost of milk will be recovered. Cost of packaging material wastage will be recovered.
13.	Counting / accounting of material / packaging material.	Actual cost of material of wasted beyond specified norms.
14.	Delay or improper disposal of material wastes.	Rs.25/- per instance.

8.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory (Milk Plant) shall be got screened from the authorised official of PNL & HRD department and shall be complying to al statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers provide by contractor shall work in rotation / shifts as required, under contractor's supervision subject to the overall requirements conveyed by the designed officer of the company.
5. All workers shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, insubordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker / staff provided by contractor for miscellaneous jobs at it's premises and he will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing. Spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisor staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangement for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. Contractor will submit the statutory returns related to ESI, PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of contractor's employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignment without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

2.0 COMPENSATION**Annexure –‘E’**

SR. NO.	JOB SCOPE CODE NO.	JOB TITLE	UNIT	RATES Rs. Per Bottle
1.	1.1	Washing, filling, sterilizing labelling, packing & shifting to store.	01 Filler 02 Filler	5.50 Per crate (Crate = 24 Bottle)
2.	1.2	Bottle Washing 1. Empty Bottle 2. Filled Bottle	Per bottle	0.10 0.15
3	1.3	Relabelling of bottles	Per bottle	0.12

Note :-

1. In piece rated jobs any contribution / job input provided by the company directly or on behalf of contractor shall be debited to him.
2. Any further automation incorporated in the piece rated jobs shall be taken into consideration for modifying the rates mentioned above.
3. Due to automation the cost of manpower saved shall be company's account. However as a result of cost saving exercises jointly carried out by company and contractor (other than automation) shall be shared on 50 : 50 basis.
4. Any further revision in the minimum wages will be taken into consideration for modifying rates mentioned above.

PROCEDURE FOR FILLING & STERILIZING OF FLAVOURED MILK BOTTLES.

- 1) The packaging material and ingredients namely sugar, flavour & colour etc. will be transferred from main store on daily basis as per requirements.
- 2) Milk balance tank and connecting pipelines will be cleaned manually before standardisation of milk.
- 3) Milk will be standardised as per MSL standards.
- 4) New bottles will be rinsed to remove dust particles by dipping into clean water bottles are kept in cleaned plastic crates in inverted position to allow oozing out of remaining water.
- 5) Before filling, each bottle to be checked visually for its cleanliness. Dirty bottles if any are to be removed for rewashing.
- 6) Crown corks are washed in tap water and dipped in 50 PPM chlorine solution prior to corking bottles.
- 7) Each batch of standardised milk to be got checked from laboratory for its quality.
- 8) Machines to be cleaned properly by circulation of 1 % caustic solution for 15 minutes and after that it is thoroughly rinsed with hot water.
- 9) Checked for proper corking with milk upto \pm 5ml. Volume and crown corked.
- 10) Checked for proper corking with special crown corking check device.
- 11) GI crates with filled bottles are loaded into sterilizer for sterilization as per specified procedure.
- 12) Bottles after sterilization are transferred to plastic crates. Under filled, leaky, loose corking and bottles containing sediment are sorted out and segregated for reprocessing.
- 13) After cooling, each bottle to be cleaned from outside with wet duster to remove extraneous matter. Each label is stamped for MRP, DOM & Batch No. and then bottles are labelled.
- 14) Bottles are transferred to cartons & taped when labels get dried up & shifted to main godown.
- 15) Each carton is stamped for variety of flavour, Batch No. Before shifting to main godown.
- 16) Broken glass is segregated & after weighing the same is transferred to scrap yard.
- 17) Proper stacking of filled bottle crates & empty crates is to be ensured as per specified norms.
- 18) Workers will ensure proper cleaning of filling room, main hall and roper house keeping of machines & fixtures.

Annexure – ‘C’

PROCEDURE FOR WASHING EMPTY FLAVOURED MILK BOTTLES

- 1) The dirty bottles received from the market will be dipped into soak pit to loosen the milk solid, dirt and extraneous matter.
- 2) These bottles will be transferred to another soak tank where these are brushed externally and internally to remove any curd / sticky material etc.
- 3) These bottles after brushing will be dipped in a tank having 0.5% cleaning solution.
- 4) The bottles will then be brushed with motorised brush after which these are flushed with jet water or dipped in ordinary water to remove any traces of cleaning solution.
- 5) The bottles will then be rinsed with 100 PPM chlorine water, and transferred into wooden crates keeping those in inverted position.
- 6) While washing the bottles, it will be ensured that bottle breakage is minimum and not more than one percent.
- 7) Penalty clauses document is enclosed at Annexure ‘D’.

CRITICAL POINTS

- Proper cleaning of bottles.
- Segregation of dirty bottles before filling.
- Accurate filling of milk in bottles (200 ml +/- 5 ml).
- Proper corking of bottles.
- Cleaning of filled bottles from outside before labelling.
- Sorting of under filled, leaky & sediment bottle.
- Proper stamping of labels.

Annexure – ‘B’

PROCEDURE FOR WASHING OF RETURNED CURDLED BOTTLES

- 1) The returned curdled bottles received from the Production department / market be transferred to cleaning yard for opening up of the corks and emptying out the contents.
- 2) The empty bottles after putting in the crates will be transferred to soak tank where these are brushed for further removal of milk residue.
- 3) These bottles after brushing will be dipped in a tank having 0.5% cleaning solution in Luke warm water.
- 4) The bottles will then be brushed with motorised brush after which these are dipped in ordinary water to remove any traces of cleaning solution.
- 5) The bottles will be rinsed in 100 PPM chlorine solution and transferred into crates keeping those in inverted position.
- 6) While washing the bottles, it will be ensured that bottle breakage is minimum and not more than one percent.

**MONITORING MANPOWER
UTILIZATION**

(PACKING OPERATION)

SFM PACKING

PACK SIZE - >		FILLING BOTTLE	LABELLING & CARTONING
PARTICULARS			
CONTRACTOR RATE/BOTTLE	RS	0.13	0.0991666
LABOUR RATE/HOUR	RS	12.24	12.24
NO OF WORKERS		10	8
NO OF OPERATORS		1	NIL
TOTAL WORKERS		11	8
AVAILABLE MAN HOURS IN SHIFT		77	56
MANPOWER COST/SHIFT	RS	1077.44	783.59
PRODUCTION/HOUR	BOTTLE	1142.85	1142.8571
PRODUCTION/SHIFT	BOTTLE	8000	8000
MANHOURS/BOTTLE		0.0096	0.007
COST/BOTTLE		0.1347	0.0979

TOTAL LAB COST / BOTTLE
(0.1347 - 0.0979)

0.23262

BOTTLE 200 ML SIZE

SUBJECT:- LOADING / UNLOADING OF INCOMING AND OUTGOING OF MILK PRODUCTS, PACKING MATERIALS AND OTHER RELATED CONSIGNMENTS INSIDE THE FACTORY PREMISES.

1.0 SCOPE OF WORK

The scope of work shall be as under:

1.1 Loading / Unloading of incoming and outgoing of milk products, packing materials and other related consignments inside the factory premises.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs the satisfaction of management as per rates specified in Annexure – A.

3.0 VALIDITY

This contract shall be operative from 01.04.2003 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs 2000/- (Rupees Two Thousand only) as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bill on monthly basis by the 2nd of each month for the preceding month and payment will be released before 10th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution respect of employee's / worker employed by / through the contractor for ESI,PF shall be borne by the contractor and he will comply with provisions of payment of wages Act, Minimum wages Act, Contract labour (Regulation & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules	5% value of remuneration equivalent of assigned work.
2.	Poor hygiene of manpower (Dirty uniforms etc.)	Rs.10/- per head per day
3.	Poor housekeeping and sanitation of equipments, fixtures and premises in possession.	Rs.10/- per instance.
4.	Indiscipline, in subordination and misbehaviour.	Minimum Rs.50/- per instance.
5.	Theft or damage to property.	10 times the value of product involved or loss of property (actual).
6.	Found smoking or carrying material like Pan, Bidi, Cigarette & Zarda etc. in the plant.	Rs.50/- per instance
7.	Failure to supply requisite manpower as per schedules	Penalty @ 50% wages of short supplied manpower or direct loss to the company shall be applicable.
8.	Any other losses i.e. breakage of windowpanes, equipments etc.	Cost of material and labour charges for fixing will be recovered.

8.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies or company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.

4. The workers provided by contractor shall work in rotation / shifts as required, under contractor's supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All workers shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, in subordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker/staff provided by contractor for miscellaneous jobs at it's premises and he will arrange for immediate replacement of such worker/staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.
14. Contractor will be submit the statutory returns related to ESI,PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.

17. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees/ workers shall be exclusively borne by him in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignment without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time.

No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a taken of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

2.0 COMPENSATION

Annexure – A

SR. NO.	JOB SCOPE CODE NO.	JOB TITLE & UNIT	RATES
1.	1.1	Loading Per ton	Rs.18/-
2.		Unloading Small Truck Per Truck Big Truck Per Truck	Rs.50/- Rs.100/-

Note : - 1. Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

SUBJECT: FEEDING OR RICE HUSK FOR THE BOILER THROUGH BELT CONVERYOR & BUNKER FOR CONTINUOUS UNINTERRUPTED SMOOTH RUNNING OF BOILER AT SPECIFIED PRESSURE (17.5 KG/CM).

1.0 SCOPE OF WORK

Scope of contractor's work shall be as follows :

1.1 Rice Husk feeding

- Feeding of Rice Husk for the boiler through belt conveyor & bunker for continuous uninterrupted smooth running of Boiler at specified pressure (14.5 Kg/cm)
- Rice Husk will be made available within Husk Yard. It will be contractor's duty to bring it closer to the dumping pit by any means of transport without effecting the running of the boiler and required pressure of 17.5 kg/cm.
- Husk feeding to the boiler round the clock as per the requirements of the boiler.
- When the boiler is running on single bed, contractor labour will assist the boiler attendant on demand for any kind of maintenance / cleaning of the boiler or husk yard etc.
- To assist the boiler attendant the sand cleaning and loading, shifting / loading of coal on demand at plate-form near the furnace.
- When there is not much of load on the boiler, we shall be free to utilize the labour any where in the plant / maintenance work.
- Disposal of ash from the factory premises on daily basis:

2.0 RATES

For the scope of work defined herein above, we shall pay contractor the following rates.

2.1	For Rice Husk Feeding and	A lump sum money of Rs. 41500/- P.M.
2.2	Ash disposal	Rupees Forty One thousand and Five hundred only. (for seven persons pershift)

(Inclusive of all statutory dues payable by contractor to his employees e.g. EPF,ESI etc.)

These rates shall be applicable when the boiler runs in all the three shifts and full manpower is required. During lean period or when the boiler runs for less than three shifts or low pressure steam with single bed, serves the purpose. We can utilize the manpower for any other work or make the payment as per actual deployment of manpower (manpower saving in that case will deducted and credited to the company's account).

3.0 TAXES AND DUTIES

No taxes and duties shall be payable by us. Income tax shall be deducted at source as per the provisions of the Income Tax Act 1961 applicable from time to time.

4.0 VALIDITY

This order shall be effective from 1st April, 2003 and shall remain valid for one year. However, during the currency of the Contract Period, we reserve the right to terminate the contract without any notice and with assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the currency of the contract.

- 5.0 In case, contractor wish to terminate the contract for any reason, contractor will have to give two month's notice to the company and shall have to work for the notice period at the prevailing rates, terms and conditions failing which the company shall have the right to forfeit contractor's security and pending payments with the company and get the job done through alternate source and the amount so spent will be claimed from contractor.
- 5.1.0 In case of any pressure drop due to shortage of labour, ineffective feeding of husk or any other reason, A penalty of Rs.500/- per day shall be imposed on contractor and deducted from contractor's bill. Contractor will make sufficient arrangement of labour for feeding husk in rainy season or specially when rain falls in the winter months, not allow pressure to drop otherwise penalty of pressure drop is liable to be imposed on contractor as stated above.
- 5.1.1 In case of theft by any of contractor's employees, contractor shall be liable to pay ten times the value of the item stolen.
- 5.1.2 Contractor will ensure that his labour is always available to meet the exigencies / shortage of labour at any time.
- 6.0 The transportation of ash from the site of the boiler to any place outside the factory premises, chosen by contractor, will be his responsibility. Company shall not be liable either for transport or for dumping place, whatsoever the case may be.
- 7.0 If on any occasion contractor are unable to perform the job allotted to him, to our satisfaction, the company will make alternate arrangement and he will have to pay the cost incurred by the company for getting such jobs done. If the company suffers any production loss due to contractor's negligence / deficiency the same shall be recoverable to the tune of Rs.2000/- per day.

8.0 STATUTORY REQUIREMENT

Contractor shall submit copy of his licence under contract labour Act and other labour laws applicable in factory from the Competent Authority to Personnel Department. In case contractor fail to submit the copy of the same, this order shall he liable to be cancelled.

9.0 SECURITY DEPOSIT

As per the discussions and terms agreed, contractor will deposit Rs. 20000/- with the Cashier of the company. This amount shall be refunded to contractor after one month of the satisfactory completion of the contract and certification from Personnel & HRD department stating that the contract has been successfully discharged fulfilling under all the obligations of the contract.

The security deposit shall not attract any kind of interest.

10.0 Discipline and Welfare of the workers

Contractor shall be responsible for ensuring appropriate discipline of the workers and shall keep his own attendance / identity cards prepared for each worker. Contractor's employees shall be subject to all rules and regulations applicable in the company for administrative and discipline point of view. Contractor shall submit salary sheet and other related records required to be maintained under various labour laws to the personnel department by 10th of every month.

Contractor shall pay minimum wages to the workers as prescribed by the Punjab Government from time to time. Contractor shall prepare ESI records and deposit the amount deducted from the employees and as well as employer's share of ESI directly to the ESI under intimation to us or deposit with us before 10th of each month along with necessary records so that the same may be deposited with the ESI Authorities before the stipulated date. Discipline / welfare of the workers working against this work order shall be contractor's complete responsibility and any indiscipline / misconduct of the workers shall be dealt with by contractor as per rules and regulations of our company. However, contractor shall be fully responsible for maintaining discipline of his workers and taking care of their welfare.

In case of any pilferage or theft by contractor's worker, contractor shall be responsible and liable to pay the penalty as imposed by the management form case to case.

Contractor shall be responsible for following all statutory Labour Laws, rules and regulations applicable in his case as per Contract Labour Act.1970 and other labour Laws / Rules as applicable from time to time. Contractor will be personally responsible for adhering to the following Laws / Rules. Also contractor shall ensure that no worker on duty will sleep within factory premises. If any person on duty is found sleeping then Panality to the tune of Rs. 1000/- may be imposed.

11.0 OTHER TEMS & CONDITIONS :

Contractor will adhere to any instruction issued by management from time to time.

12.0 PAYMENT

Contractor shall submit bill for the jobs executed by him, to the officer authorised by the company for supervising the work mentioned in clause 1.0 of this work order, on or before 2nd of every month to enable the company to release contractor's payment within shortest period and contractor shall be paid within seven days of receipt of his bill.

13.0 UNIFORM

Contractor will provide the uniforms to his employee. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Dangari, Cap, Turban, Chhapal etc.) as recommended by company from time to time., No one shall be allowed to enter the main gate without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

14.0 DISPUTE :

Incase of any dispute or difference of opinion reference will be made to one of the Directors of the Company whose decision will be final and binding.

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

**(Authorised Signatory)
For and on behalf of Company**

(Signature of the Contractor)

Date :

Date :

SUBJECT: PROPER SANITATION / HYGIENE, CLEANING (TOILETS, OFFICES), GENERAL CLEANING (OUTSIDE & INSIDE AREA), WASHING OF DOCKS, REMOVAL OF GARBAGE, GUTTER CLEANING FROM INSIDE AND OUTSIDE, SCRUBBING OF WEIGH BRIDGE ANY OTHER JOB RELATED WITH CLEANING.

1.0 SCOPE OF WORK

The scope of work shall be as under :-

1.1 Proper sanitation Hygiene, Cleaning (toilets, offices), General Cleaning (Outside & Inside area), Washing of docks, Removal of garbage, Gutter cleaning from inside and outside, Scrubbing of Weigh Bridge any other job related with cleaning.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – ‘A’.

3.0 VALIDITY

This contract shall be operative from _____ and shall be valid for One year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs. 5000/- (Rupees Five Thousand only) as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bills on monthly basis by the 2nd of each moth for the preceding month and payment will be released before 10th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / worker employed by / through the contractor for ESI, PF shall be borne by the him and he will comply with the provisions of Payment of wages Act, Minimum Wages Act, Contract Labour (Regulation & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedure / rules the penalties shall be levied as under :

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules	5% value of remuneration equivalent of assigned work.
2.	Poor hygiene of manpower (Dirty uniforms etc.)	Rs.10/- Per head per day
3.	Indiscipline, in subordination and misbehaviour.	Minimum Rs.50/- per instance
4.	Theft or damage to property.	10 times the value or products involved or loss of property. (actual)
5.	Found smoking or carrying material like Pan, Bidi, Cigarette & Jarda etc. in the plant.	Rs.50/- per instance.
6.	Dirty Toilets	Rs.10/- per day
7.	Dirty floor	Rs.5/- per day
8	Cob-webs	Rs.5/- per day
9.	Dirty window panes	Rs.2/- per day
10.	Clogging of gutter.	Rs.20/- per day
11.	Loose garbage	Rs.2/- per day
12.	Unswept area	Rs.5/- per day
13.	Uncleaned Weigh Bridge	Rs.5/- per day

8.0 TERMS & CONDITIONS

1. Proper functioning of flushing system will be the responsibility of company.
2. Continuous water supply will be the responsibility of company.
3. Cleaning material like broom-sticks (Jharoo), Phenyl duster, flush cleaning brush, naphthalene balls etc. will be purchased by the contractor. However Rs. 1500/- PM. lump-sum will be paid by the company to contractor by Estate & Security department.

9.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers employed by contractor shall work in rotation / shifts as required, under his supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All worker shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, insubordination; misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker provided by contractor for miscellaneous job at it's premises and contractor will arrange for immediate replacement of such worker.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will be periodically examined by company's medical officer.

10. Round the clock availability of supervisory staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangement for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.
14. Contractor will submit the statutory returns related to ESI,PF, unpaid wages etc, to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related o labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hand with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignment without consent of both parties & management.

23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token if contractor's acceptable for our record.

(Authorised Signatory)
For and on behalf of Company

Signature of Contractor

Date :

Date :

Annexure – 'A'

COMPENSATION

SR. NO.	Particulars	Service charges
1.	Manpower provided by contractor as per the procedure mentioned in the contract as mutually agreed by him. (Minimum three workers will be deployed)	Minimum wages.
2.	ESI	@ 4.75 % on 75 % wages
3.	EPF	@ 13.40 % on 50 % wages

Note : - Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

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SUBJECT:-CONTRACT FOR HOUSE KEEPING, LAND SKIPPING AND GARDENING

1.0 SCOPE OF WORK

The scope of work shall be as under :-

1. Maintenance of grassy lawns and hedges.
2. Watering, manuring, weeding of all plant in the campus.
3. Maintenance of ornamental plants, creepers, hedges.
4. Maintenance and sowing of agricultural land.
5. Maintenance of safeda and poplar plants
6. Land scaping and constant improvement of campus.
7. Afforestation in vaccant land.
8. Burying of waste material.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – 'A'.

3.0 VAIDITY

This contract shall be operative from _____ and shall be valid for One year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs 5000/- (Rupees Five Thousand only) as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bill on monthly basis by the 2nd of each month for the preceding month and payment will be released before 10th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of income tax act 1961. Statutory contribution in respect of employee's / worker employed by / through the contractor for ESI,PF shall be borne by the contractor and he will comply with provisions of Payment of wages ACT, Minimum wages Act, contract labour (Regulation & abolition) act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

SR. NO.	NATURE OF OMISSION OR DEVIATION	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules.	5% value of remuneration equivalent of assigned work.
2.	Poor hygiene of manpower (Dirty uniforms etc.)	Rs.10/- per head per day
3.	Indiscipline, in subordination and misbehaviour.	Minimum Rs.50/- per instance
4.	Theft or damage to property.	10 times the value of products involved or loss of property (actual)
5.	Found smoking or carrying material like Pan, Bidi, cigarette & Jarda etc. in the plant	Rs.50/- per instance.
6.	Badly maintained lawns & hedges.	Rs.10/- per day
7.	Unsatisfactory maintenance of plants	Rs.10/- per day
8.	Delay in timely planting of plants, flowers, creepers etc.	Rs.5/- per day
9.	Non burrying of waste material.	Rs.5/- per day .

8.0 TERMS & CONDITIONS

1. Continuous water supply will be the responsibility of company.

9.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulation and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers employed by contractor shall work in rotation shifts as required, under his supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All workers shall be participating and adopting the Quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, in subordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker provide by contractor for miscellaneous jobs at it's premises and contractor will arrange for immediate replacement of such worker.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subjects of medical fitness and be periodically examined by company's medical officer.
10. Round the clock availability of supervisory staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by him on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. Contractor will submit the statutory returns related to ESI, PF unpaid wages etc. to concerned authorities HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All employees of contractor shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company's roll out of his experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniforms (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

Annexure – 'A'

COMPENSATION

SI. NO.	PARTICUALRS	SERVICE CHARGES
1.	Manpower provided by contractor as per the procedure mentioned in the contract as mutually agreed by the contractor. (Minimum three workers will be deployed by the contractor on daily basis).	Minimum wages
2.	ESI	@ 4.75 % on 75 % wages
3.	EPF	@ 13.40 % on 50% wages

Note :- Any further revision in the minimum wages will be taken into consideration for modifying the rates mentioned above.

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SUBJECT : LABOUR CONTRACT**1.0 SCOPE OF WORK**

1. Fabrication & repair of various items.
2. Painting jobs.
3. Maintenance of lawns & cleanliness.
4. Plying of vehicles.
5. Loading and unloading of materials.
6. Packing of materials.
7. Shifting and stacking of materials from one place to another.

2.0 VALIDITY

This contract shall be operative from 1st April, 2003 and shall be valid for One year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor shall deposit a sum of Rs. 5000/- (Rupees Five Thousand Only) as security towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the job and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor shall raise his bill on monthly basis by the 2nd of each month for the proceeding month and payment will be released by the 03rd of the month.

6.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management. Contractor will be paid service charges as mentioned in Annexure-A.

5.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bills as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / worker employed by / through contractor for ESI., PF shall be borne by the company and contractor shall comply with the provisions of Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & abolition) Act and will maintain the requisite records in proper orders and will be responsible for inspection of the same.

6.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

SR. NO.	NATURE OF OMISSION OF COMMISSION	QUANTUM OF PENALTY
1.	Delay in performing of jobs from prevalent schedules.	5% of value of remuneration equivalent of assigned work.
2.	Failure in undertaking the jobs under contract.	10% of value of remuneration equivalent of assigned work.
3.	Rejection of services	Amount of loss suffered by the company on this account.
4.	Wastage of materials (Exceeding the permitted norms).	Double the value of job wasted material.
5.	Poor hygiene of manpower	Rs.5/- per head per day.
6.	Poor housekeeping and sanitation of equipment, fixtures and premises in possession.	5% penalty of job performed.
7.	Indiscipline, insubordination and misbehaviour.	Minimum Rs.250/- or other punishment.
8.	Theft or damage to property.	5 times of value of products involved.
9.	Found smoking or carrying material like Pan, Bidi, cigarette & Zarda etc. in the plant.	Rs.250/- per instance.
10.	Failure to supply requisite number of manpower as per discussed schedules.	10% value of assigned job & cost of alternative manpower.

7.0 GENERAL

While executing the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged in the factory shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and polices of company.
3. All workers shall follow the punctuality, regularity, good personal hygiene and prescribed dress code.
4. The workers provided by contractor shall work in rotation / shifts as required, under his supervision subject to the overall requirements conveyed by the designated officer of the company.
5. All workers shall be participating and adopting the quality standards and other developmental / improvement plans initiated by management in the factory.
6. Any worker found indulging in indiscipline, insubordination, misbehaviour, theft or loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.
7. Company reserves the right to reject any worker / staff provided by contractor for miscellaneous jobs at it's premises and contractor will arrange for immediate replacement of such worker / staff.
8. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases his can be permitted at separately allowed places and in no case inside the plant.
9. All workers shall be subject of medical fitness and will periodically by company's medical officer.
10. Round the clock availability of supervisory staff for coordination with company's officials shall be provided by contractor.
11. Contractor or person authorised by contractor on his behalf shall be available to senior management at plant for interaction and appraisals.
12. Contractor will arrange and implement all welfare and essential services while on duty for conractor's employees within the factory premises in consultation with management.
13. Contractor will make necessary arrangements for recording of attendance, jobs performed etc. as per needs and upto the satisfaction of management.

14. Contractor will submit the statutory returns related to ESI, PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
15. All contractor's employees shall be subject to security check and control as per prevalent rules.
16. Contractor and any of his employees shall not do any other activity not permitted by management.
17. Contractor will ensure the first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by contractor in totality.
18. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
19. Any act done even outside against the interest / reputation of organisation shall be treated as misconduct and shall be viewed seriously.
20. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
21. Company may adjust few employees on company rolls out of contractor's experienced employees on need basis for mutual benefits.
22. Contractor or any other contractor working in the company shall not attract the worker of each other for execution of contractual assignments without consent of both parties & management.
23. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds.
24. Contractor will provide the uniforms to his employees. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Pant, Shirt, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative cost).

This work order is being issued to contractor in duplicate. Kindly return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

**MONITORING MANPOWER
UTILIZATION**

PACKING OPERATIONS

POWDER PACKING

PACKING ->		BLENDING	PACKING	PACKING	PACKING	PACKING	PACKING
		KG	1 KG	200 GM	500 GM	10 TIN/PJ	25 KG
PARTICULARS							
CAONTRACTOR RATE/ KG	RS	0.072	0.1468	0.78	0.4	0.15	0.08
LABOUR RATE/HOUR	RS	12.24	12.24	12.243	12.243	12.243629	12.2436
NO OF WORKERS		4	11	8	8	8	10
NO OF OPERATIONS		NIL	NIL	NIL	NIL	NIL	1
TOTAL WORKERS		4	11	8	8	8	11
AVAILABLE MAN HOURS							
AVAILABLE MAN HOURS IN SHIFT	RS	28	77	56	56	56	77
MANPOWER COST/SHIFT	KG/LT R	391.8	1077.44	783.59	783.59	783.59	1077.44
PRODUCTION/HOUR	KG/LT R	775	1072.8571	142.85	278.57	728.57142	1904.76
PRODCUTION/SHIFT	KG	5425	7300	1000	1950	5100	13333.3
MANHOUR/KG PROD.		0.0052	0.0105	0.056	0.0287	0.011	0.0058
COST/KG		0.0722	0.1476	0.7836	0.4018	0.1536	0.0808

Annexure – 'A'

SI. NO.	PARTICULARS	SERVICE CHARGES
1	Manpower provided by contractor as per the procedure mentioned in the contract as mutually agreed by him.	
	Category "A"	6% on total wages
	Category "B"	7 % on total wages

Note : Bill of the above said will be raised separately category wise by the contractor.

SUBJECT : TO PROVIDE REQUISITE UNSKILLED LABOUR AT VARIOUS MILK CHILLING CENTERS IN PUNJAB.

1.0 SCOPE OF WORK

The scope of work shall be as under :

1.1 To provide requisite unskilled labour at various milk chilling centers in Punjab.

2.0 COMPENSATION

Contractor shall be paid for performing / executing the aforesaid jobs upto the satisfaction of management as per rates specified in Annexure – 'A'.

3.0 VALIDITY

This contract shall be operative from 1st April 2003 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof, We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

4.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs. 5000/- as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by our Personnel department that the contractor has satisfactorily discharged all obligations under this contract.

5.0 PAYMENT

Contractor will raise his bill on monthly basis by the 2nd of each month for the preceding month and payment will be released before 10th of the month.

6.0 TAXES AND STATUTORY LIABILITIES

Income tax deduction at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contribution in respect of employee's / worker employed by / through the contractor for ESI, PF shall be borne by the company and contractor will comply with the provisions of payment of wages Act, minimum wages act, contract labour (Regulation & abolition) Act and will maintain the requisite records in proper order and will be responsible for inspection of the same.

7.0 PENALTIES

While executing the above contract, incase there happens to be any failure, rejection, loss or deviation from prevalent procedures / rules the penalties shall be levied as under.

Annexure – “J”

SR. NO.	NATURE OF OMMISION OR DEVIATION.	QUANTUM OF PENALTY
1.	Delay in performing the jobs from prevalent schedules.	5% value of remuneration equivalent of assigned work.
2.	Poor housekeeping and sanitation of equipments, fixtures and premises in possession.	Rs.10/- per instance
3.	Indiscipline, in subordination and misbehaviour.	Minimum Rs.50/- per instance
4.	Theft or damage to property.	10 times of value of products involved or loss of property (actual).
5.	Found smoking or carrying material like Pan, Bidi, cigarette & Zarda etc, in the plant.	Rs.50/- per instance
6.	Failure to supply requisite manpower as per schedules.	Penalty @ 50 % wages of short supplied manpower or direct loss to the company shall be applicable.
7.	Any other losses i.e. breakage of windowpanes, equipments etc at MCC.	Cost of material and labour charges for fixing will be recovered.

8.0 GENERAL

While carrying out the contract activities contractor will also ensure the following strictly.

1. All workers to be engaged at Milk Chilling Centers shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulations and organisational rules.
2. All workers shall be bound to follow all disciplinary norms, prevalent rules and policies of company.
3. All workers shall follow the punctuality, regularity & good personal hygiene.
4. All workers shall be participating and adopting the quality standards and other developmental / improvement plans initiated by management at Milk Chilling Centre.
5. Any worker found indulging indiscipline, insubordination, misbehaviour, theft of loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of the organisation.

6. Company reserves the right to reject any worker provided by contractor for miscellaneous jobs at it's premises and contractor will arrange for immediate replacement of each worker.
7. Generally smoking / Pan / Zarda / Tobacoo chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the Milk Chilling Centre.
8. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
9. Contractor will make necessary arrangements for recording or attendance, jobs performed etc. as per needs and upto the satisfaction of management.
10. Contractor will submit the statutory returns related to ESI,PF, unpaid wages etc. to concerned authorities well within stipulated time in consultation with PNL & HRD department and will satisfy the management regarding all compliances related to labour laws and other allied obligations.
11. Contractor and any of his employees shall not do any other activity not permitted by management.
12. Contractor will ensure that first aid, medical and any compensation arising out of employment with respect to his employees / workers shall be exclusively borne by him in totality.
13. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
14. Any act done even outside against the interest / reputation or organisation shall be treated as misconduct and shall be viewed seriously.
15. Contractor will join hands with management in socioeconomic development of his employees and their training and skill development.
16. Contractor or any other contractor working in the company shall not attract the worker or each other for execution of contractual assignments without consent of both parties and management.
17. Contractor will not take any person to whom management has debarred on disciplinary grounds.

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

Annexure – 'A'

COMPENSATION

SI. NO.	PARTICULARS	SERVICE CHARGES
1.	<p>Manpower provided by contractor as per the procedure mentioned in the contract as mutually agreed by him.</p> <p>ESI & EPF employer's share will be borne by the company.</p>	<p>Minimum wages and 4 % service charge on total wages.</p> <p>ESI – 4.75 % EPF – 13.40 %</p>

Note :-

1. Any further revision in the minimum wages will be taken into consideration modifying the rates mentioned above.

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SUBJECT : FOR RENDERING SECURITY SERVICES.

1. Contractor will provide security arrangements including security personnel towards guarding factory premises, installations and property belonging to Company at Gholumajara, Derabassi Distt. Patiala.
2. This contract shall be operative from 1st April 2003 and shall be valid for one year and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award parallel contract to any other contractor during the pendency of the contract.
3. Contractor will deposit a sum of Rs. 5000/- as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within on month of satisfactory completion of the job and on certification by our personnel department that the contractor has satisfactorily discharged all obligations under this contract.
4. Contractor will submit bill for the job executed by him, to the officer authorised by the company for supervising the security services.
5. Contractor will be paid charges towards provision of security services at the following rates :

(A) Security Guard	Rs. 2300
(B) Security Supervisor	Rs. 3000
(C) Asstt. Security Officer	Rs. 4900
(D) Security Guard (civilian)	Rs. 2100
6. The specified rates cover wages of personnel including ESI,EPF liabilities, service charges @ 8% on wages agreed by contractor as per details mentioned in Annexure 'A'.
7. Income tax deductions at source shall be made out of contractor's bill as per provisions of Income Tax Act 1961. Statutory contributions in respect of employee's / worker employed by / through contractor for ESI,PF, workman compensation act, shall be borne by contractor and contractor shall comply with the provisions of payment of wages act, minimum wages act, contract labour (Regulation & abolition) act and will maintain the requisite records in proper order and will be responsible for inspection of the same.
8. That contractor will supply required number of trained security personnel (Ex-servicemen) below the age of 50 years.
9. That the security personnel provided by contractor shall wear proper and distinguishable uniform (Pant, shirt, balt, cap, badge, name plate, turban, woolen jersey, shoes and socks etc.) while on duty, which shall be provided by contractor at his cost

10. That contractor will deploy security personnel in accordance with the deployment plan which shall be provided by the Manager (Estate & Security) who shall have the right to change / modify the deployment plan as required.
11. Contractor will maintain all records of the security personnel provided to management including their attendance etc. The Management shall have the right to inspect those records being maintained at the site of deployment (Milk Specialities Limited Ghollumajra Distt. Patiala (PB).
12. That Contractor will be responsible for all statutory and mandatory obligations i.e. contribution to PF, ESI, Leaves/weekly off / holidays bonus etc. as may be applicable from time to time. Photocopies of returns / reports if any regarding the same shall be submitted to Milk Specialities Limited by contractor every month along with the monthly bill, failing which Management can withhold payment of his monthly bill. Any penalty levied due to non-compliance of any statutory requirement will be deducted from his bill and contractor will have no objection to that effect.
13. Contractor will raise the bill on monthly basis by the 1st of each month for the proceeding month and payment will be released by 15th of each month. The payment of security personnel i.e. salary, allowances etc. shall be made by contractor on or before 7th of every month. The security personnel deployed by contractor will be his employees for all practical purposes.
14. Contractor will ensure rotation of security personnel from time to time.
15. Contractor will visit MSL factory at least twice a month to discuss and to sort out any security problems.
16. All security personnel to be engaged by contractor in the factory shall be got screened from the authorised official of PNL & HRD department and shall be complying to all statutory regulation and organisational rules.
17. All security personnel shall be bound to follow disciplinary norms, prevalent rules and policies of company.
18. Any security personnel found indulging in indiscipline, in-subordination, misbehaviour, theft or causing loss to the property shall be punished by competent official of company and will not be allowed to continue against the will of organisation.
19. Contractor will provide round the clock availability of supervisor the coordination with company's officials.

20. Contractor will arrange and implement all welfare and essential services while on duty for his employees within the factory premises in consultation with management.
21. Contractor ensure the first aid, medical and any compensation arising out of employment with respect to his employees/ security personnels shall be exclusively borne by him in totality.
22. Contractor and his employees being associated with the organisation will maintain secrecy of trade practices and will not disclose any information to unauthorised persons.
23. Any act done even outside against the interest/ reputation of organisation shall be treated as misconduct and shall be viewed seriously.
24. Contractor will not take any person inside the factory to whom management has debarred on disciplinary grounds

This work order is being issued to contractor in duplicate. Kindly return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

SUBJECT : WHITE WASHING CONTRACT

1.0 Scope of work

Scope of contractor's work shall be as follows :

1. (A) White washing (double coat) without material (Labour rate only) upto 20 feet hight.
- (B) Plastic emulation painting (double coat) without material (Labour rate only).
- (C) Painting on doors, windows.(Double coat) (labour rate only)
- (D) Painting on vessel & MS structure. (double coat) (Labour rate only).
2. Painting & letter writing on road, milk and storage tanks with material and labour at plant and MCC.

2.0 COMPENSATION

Contractor will be paid charges for performing /executing the aforesaid jobs as per Annexure-'A', upto the satisfaction of management.

(Inclusive of all statutory dues payable by him to his employees e.g. EPF,ESI etc.)

3.0 TAXES AND DUTIES

No taxes and duties shall be payable by us. Income tax shall be deducted at source as per the provisions of the Income tax act 1961 applicable from time to time.

4.0 VALIDITY

This order shall be effective from 1st April 2003 and shall remain valid for one year . However, during the currency of the Contract Period. We reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the currency of the contract.

- 5.0 Incase, contractor intends to terminate the contract for any reason, he will have to give two month's notice to the company and shall have to work for the notice period at the prevailing rates, terms and conditions failing which the company shall have the right to forfeit his security and pending payment with the company and get the job done through alternate source and the amount so spent shall be claimed from contractor.

5.1.0 In case of any breach of contract, A penalty of Rs. 500/- per instance shall be imposed on contractor and deducted from his bill.

5.1.1 In case of theft by any of contractor's employees, he will be liable to pay ten times the value of the items stolen.

5.1.2 Contractor will ensure that he or his authorised representative is always available to meet the exigencies of company at any time.

6.0 If on any occasion contractor is unable to perform the job allotted to him, to our satisfaction, the company may get the job done from alternative source at the risk and list of contractors.

7.0 STATUTORY REQUIREMENT

Contractor shall submit attendance register, wages register and other record under contract labour Act and other labour laws applicable in factory from the Competent Authority to Personnel Department. In case he fail to submit the same, he will be liable to pay Rs.500/- per instance as penalty.

8.0 SECURITY DEPOSIT

As per the discussions and terms agreed, contractor will deposit Rs. 2000/- with the company. This amount shall be refunded to him after one month of the satisfactory completion of the contract and certification from PNL & HRD department stating that the contract has been successfully discharged fulfilling under all the obligations of the contract. The security deposit shall not attract any kind of interest.

9.0 DISCIPLINE AND WELFARE OF THE WORKERS

Contractor will be responsible for ensuring appropriate discipline of the workers and shall keep his own attendance / identity cards prepared for each worker.

Contractor will pay minimum wages to the workers as prescribed by the Punjab Government from time to time.

Contractor will prepare ESI records and deposit the amount deducted from the employees and as well as employer's share of ESI directly to the ESI under intimation to us or deposit with us before 10th of each month along with necessary records so that the same may be deposited with the ESI Authorities before the stipulated date.

Discipline / welfare of the workers working against this work order shall be contractor 's complete responsibility and any indiscipline / misconduct of the workers shall be dealt with by him as per rules and regulations of our company. However, he will be fully responsible for maintaining discipline of his workers and taking care of their welfare.

In case of any pilferage or theft by contractor's employees he will be responsible and liable to pay the penalty as imposed by the management from case to case.

Contractor will be responsible for following all statutory Labour Laws, rules and regulations applicable in his case as per contract labour act 1970 and other labour laws/rules as applicable from time to time.

10.0 OTHER TERMS & CONDITIONS :

Contractor will adhere to any instruction issued by management from time to time.

11.0 PAYMENT

Contractor will submit bill for the jobs executed by him, to the officer authorised by the company for supervising the work mentioned in clause 1.0 of this work order, on or before 2nd of every month to enable the company to release his payment within shortest period and contractor shall be paid within seven days of receipt of his bill.

13.0 UNIFORM

Contractor will provide the uniforms to his employee. Every employee employed by contractor while on duty must be wearing the washed, neat & clean uniform (Dangri, Cap, Turban, Shoes etc.) as recommended by company from time to time. No one shall allowed to enter the main gate without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

14.0 DISPUTE

Incase of any dispute or difference of opinion reference will be made to one of the Directors of the Company whose decision will be final and binding.

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

Annexure – “A”

Sl.NO.	JOB DESCRIPTION	RATE
1.	A) White washing (double coat) without material (Labour rate only upto 20' high)	= @ Rs.0.020 PSF
	B) Plastic emulsion painting (double coat) without Material (Labour rate only).	= @ Rs.1.40 PSF
	C) Painting on doors, windows. (double coat) Labour rate only).	= @ RS.0.45 PSF
	D)Painting on vessels & MS structure. (double coat) (labour rate only).	= @ Rs.0.45 PSF
2.	Painting & letter writing on road, walls, storage tanks with material and labour.	= @ Rs.3.00 PDF

AT PLANT & MCC :-

1. 3.5 KL tank @ Rs.350/- each (Rs. Three hundred and fifty only)
 2. 10 KL tank @ Rs. 600 / - each (Rs six hundred only)
 3. 13 KL tank & Rs.800/- (Rs. Eight hundred only)
- (I to III all with material)

Misc. Jobs :

4. Writing Milk Time on desi Ghee containers – Rs.0.50 PSF with material.

Note : Incase the colour of the tanks fade away within one year contractor will repaint the tanks free of cost.

SUBJECT : PEST CONTROL / CLEANING / HOUSE KEEPING.**1.0 SCOPE OF WORK**

Scope of work shall be as follows :

1.1 Pest Control / Cleaning / House Keeping

As per Annexure - A

2.0 Rates

For the scope of work defined herein above, we shall pay the following rates.

2.1 For cleaning, house keeping A lump sum money of Rs. 3000/- PM

2.2 and pest control For three persons in general shift deduction be made in respect of less manpower.

(Inclusive of all statutory dues payable by contractor to his employees e.g. EPF,ESI etc.)

3.0 Taxes and duties

No taxes and duties shall be payable by us. Income tax shall be deducted at source as per the provisions of the income tax act 1961 applicable from time to time.

4.0 Validity

This order shall be effective from _____ and shall remain valid till _____. However, during the currency of the Contract Period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the currency of the contract.

5.0 In case, contractor intends to terminate the contract for any reason, he will have to give two month notice to the company and shall have to work for the notice period at the prevailing rates, terms and conditions failing which the company shall have the right to forfeit contractor's security and pending payments with the company and get the jobs done through alternate source and the amount so spent shall be claimed from him.

5.1.0 In case of any shortage of labour, ineffective workman or any other reason, A penalty as per Annexure "B" shall be imposed on contractor and deducted from his bill.

5.1.1 In case of theft by any of contractor's employees, he will be liable to pay ten times the value of the items stolen.

5.1.2 Contractor will ensure that his authorised person is always available to meet the exigencies / shortage of labour at any time.

6.0 If on any occasion contractor is unable to perform the jobs allotted to him, to our satisfaction, the company will make alternate arrangements and contractor will have to pay the cost incurred by the company for getting such jobs done.

7.0 Statutory Requirement

Contractor will submit attendance register, wages register and other record under contract labour act and other labour laws applicable in factory from the Competent Authority to Personnel Department. In case he fails to submit the same, contractor will be liable to pay Rs.500/ per instance as penalty or this contract shall be liable to be cancelled.

8.0 Security Deposit

As per the discussions and terms agreed, contractor will deposit Rs.2000/- (Rs. Two thousand only) with the company. This amount shall be refunded to him after one month of the satisfactory completion of the contract and certification from PNL & HRD department stating that the contract has been successfully discharged fulfilling all the obligations of the contract.

The security deposit shall not attract any kind of interest.

9.0 Discipline and Welfare of the workers

Contractor will be responsible for ensuring appropriate discipline of the workers and shall keep his own attendance / identity cards prepared for each worker.

Contractor will pay minimum wages to the workers as prescribed by the Punjab Government from time to time.

Contractor will prepare ESI records and deposit the amount deducted from the employees and as well as employer's share of ESI directly to the ESI under intimation to us or deposit with us before 10th of each month along with necessary records so that the same may be deposited with the ESI Authorities before the stipulated date.

Discipline / welfare of the workers working against this order shall be contractor's responsibility and any indiscipline / misconduct of the workers shall be dealt with by him as per rules and regulations of our company. However, contractor will be fully responsible for maintaining discipline of his workers and taking care of their welfare.

In case of any pilferage or theft by contractor's employees he will be responsible and liable to pay the penalty as imposed by the Management from case to case.

Contractor will be responsible for following all statutory Labour Laws, rules and regulations applicable in his case as per Contract Labour Act, 1970 and other labour Laws / Rules as applicable from time to time. Contractor will be personally responsible for adhering to the applicable Laws / Rules.

10.0 Other terms & Conditions :

Contractor will adhere to any instruction issued by management from time to time.

10.1 Contractor will ensure proper cleaning, housekeeping in the plant whereas items required for cleaning / pest control will be supplied by the company and GM (Technical) will ensure availability of all such items related with the said assignment.

10.2 Contractor will prepare list of opening / broken window panes and any other point in the building from where the flies / mosquitoes can enter into the plant, however, the rectification / repair will be ensured by Engineering department as and when they get such information from contractor. GM (Tech) will ensure required follow up.

11.0 PAYMENT

Contractor will submit bill for the jobs executed by him, to the officer authorised by the company for supervising the work mentioned in clause 1.0 of this work order, on or before 2nd of every month to enable the company to release his payments within specified period and he will be paid within seven days of the receipt of his bill.

13.0 UNIFORM

Contractor will provide two set of uniforms to his employees. Every employee employed by him while on duty must be wearing washed, neat & clean uniform (Dangari, Cap, Turban, Chhapal etc.) as recommended by company from time to time. No one shall be allowed to enter the main gate without proper uniform and dirty uniform shall be considered as poor hygiene. In case of failure the cost incurred by company on account of these shall be debited to contractor's account (including administrative costs).

14.0 DISPUTE

Incase of any dispute or difference of opinion reference will be made to one of the directors of the Company whose decision will be final and binding.

This work order is being issued to contractor in duplicate. Please return one copy of the work order duly signed as a token of contractor's acceptance for our record.

**Signature of the Company
For and on behalf of Company**

(Signature of the Contractor)

Date :

Date :

PROCEDURE FOR CLEANING SQUAD

SR. NO.	WORKS TO BE DONE	AREA
1.	Cleaning of Amul Traps & spreading of Bleaching powder.	All sections of factory including surroundings.
2.	Spraying of pesticides	- do -
3.	Cleaning of visitor gallery tiles & passages.	- do -
4.	Cleaning of window panes.	- do -
5.	Cleaning of all pipelines form outside.	- do -
6.	Removing of cobwebs.	- do -
7.	Placement of Baits & traps for rats	- do -

OTHER GUIDELINES

1. **PESTICIDES** : Following formulations to be implemented.

a) MALATHION : 50% EC
CONCENTRATION : 75 ml / 7.5 L

b) NUVAN :
CONCENTRATION : 50 ml / 7.5 L

2. **RATS CONTROL**

- a) Roban cake
- b) Zinc Phosphate in Maida.
- c) Baygon Baits

3. **CLEANING**

- a) Teepol
- b) Phenyl

4. **WINDOW GLASSPANES**

- a) Newspapers
- b) Colin

SUBJECT : ANNUAL MAINTENANCE CONTRACT FOR WEIGHING SCALE.

Terms & Conditions: -

- 1) Contractor will depute specially trained engineers / mechanics during first week of every month to examine, test and calibrate weighing equipments / machines.
- 2) The rates quoted by contractor include all the traveling and other expenses of persons staff deputed by contractor.
- 3) Complaint must be attended successfully within 24 hours, failing which penalty of Rs. 100 /- per day will be imposed.
- 4) Contractor will replace and fit all required spares except load cell, E-Prom and keyboard.
- 5) We will provide un-skilled workers to meet contractor's requirement for repairs as & when required. We will allow use of dead weights (available with us) whenever required.
- 6) Contractor will attend and satisfy the inspector of weights & measures for verification of scales in accordance with the Weight & Measures Acts. However, inspection fees & transport for transporting equipments shall be provided by us.
- 7) As and when contractor's service engineer renders / completes his assignment satisfactorily, he would submit service report duly signed by our engineer incharge.
- 8) **Payment terms :** Payment shall be made on six monthly basis in advance subject to submission of bills
- 9) **Validity:** This contract shall be operative from 1st April 2003 and shall be valid for one year. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

- 10) Contract Rate : Contractor will be paid Rs. _____ – per Annum for following categories of scales :-

DETAILS OF WEIGHING SCALES

A
MODEL NO : ELP-3060
CAPACITY : 60 Kg
MAKE : EAGLE
QUANTITY : THREE

(B)
MODEL NO : 6 ELT-36
CAPACITY : 6 Kg
MAKE : EAGLE
QUANTITY : THREE

(C.)
MODEL NO. : SGSP-15
CAPACITY : 15 Kg
MAKE : SAMSUNG
QUANTITY : ONE

(D)
MODEL NO. :
CAPACITY : 5 KG
MAKE : SAMSUNG
QUANTITY : ONE

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

SUBJECT : ANNUAL MAINTENANCE SERVICE CONTRACT : ELECTRONIC WEIGHING SCALES / MACHINES.

Terms & Conditions : -

1. Contractor will depute specially trained engineers / mechanic during first week of every month to examine, test and calibrate weighing equipments / machines.
2. The rates quoted by contractor should includes all the travelling and other expenses of staff deputed by him.
3. Complaint must be attended successfully within 24 hours, failing which penalty of Rs.100/- per day will be imposed.
4. Contractor will replace and fit all required spares except cell, E-Prom and key board.
5. We shall provide un-skilled workers to meet contractor's requirement for repairs as & when required. We will allow him to use dead weights (available with us) whenever required.
6. Contractor will attend and satisfy the inspector of weights & measures for verification of scales in accordance with the Weights & Measures Acts, However, inspection fees & transport for transporting equipments shall be provided by us.
7. As and when contractor's service engineer renders / completes his assignment satisfactorily, contractor would submit service report duly signed by our engineer incharge.
8. **Payment terms:** Payment shall be made after completion of six months basis within seven days from the date of submitting the bills duly verified by our engineer.
9. **Validity:** This contract shall be operative from 1st January 2003 and shall be valid for one year. However, during the pendency of the contract it can be cancelled without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

10. Contract Rate : Contractor will be paid Rs. 12300/ - Per Annum for following categories of scales :-

DETAILS OF WEGHING SCALES

COMPUTERISED WEIGH BRIDGE :

MODEL NO.	:	ELD-501
CAPACITY	:	40 M.T.
MAKE	:	GREATWEIGH
QUANTITY	:	ONE

PORTABLE PLATFORM TYPE MECHANICAL WEIGHING SCALES:

CAPCITY	:	500 Kg
MAKE	:	GREATWEIGH
QUANTITY	:	ONE

CAPACITY	:	300 Kg
MAKE	:	GREATHWEIGH
QUANTITY	:	THREE

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

SUBJECT: - ANNUAL MAINTENANCE CONTRACT FOR MOTOR REWINDING.**TERMS & CONDITIONS**

1. Rewinding charges inclusive of any statutory charges are as under:-

H.P.	AMOUNT 1440 RPM	RS. 2800 RPM	SINGLE PHASE 220 VOLT	RATES IN RS.
0.5	160.00	180.00	1 HP MOTOR	300.00
0.75	190.00	200.00	A.C. BLOWER MOTOR	250.00
1.0	210.00	270.00	AHU BLOWER MOTOR (49W)	180.00
1.2	230.00	280.00	STPE DOWN TRANSFORMER	200.00
1.5	250.00	290.00	220/24 VOLT 2 AMP FOR	
2.0	272.00	305.00	POLYTHENE SEAMER	
3.0	319.00	357.00	EXHAUST FAN RATE IN RS.	
3.5	376.00	446.00	12"	100.00
5.0	510.00	540.00	18"	175.00
7.5	601.00	658.00	20"	200.00
10.0	822.00	893.00	24"	240.00
15.0	1212.00	1269.00	CELLING FAN RATES IN RS.	
20.0	1650.00	1650.00	48"	75.00
25.0	2150.00	2240.00	56"	100.00
30.0	2350.00	2430.00	COOLER FAN MOTER PUMP	
40.0	3040.00	3300.00		100.00
50.0	3470.00	3700.00		60.00
60.0	3700.00	4000.00		
75.0	4700.00	5000.00		
80.0	5500.00	6000.00		
100.0	7000.00	7400.00		
125.0	9400.00	9800.00		
125.0	10800.00	10800.00		
215.0	14500.00	14500.00	(STATOR) (ROTER)	

- Insulation should be of 'B' class upto 7.5 HP motor and 'F' class for 10 HP & above motor.
- Wire for rewinding should be of standard make like HTP / DEVIADYAL.
- Contractor shall arrange rewinding of motor within 48 hours or earlier. In case delay more then the specified time penalty of Rs.100/- per day will be imposed.
- Rewinding motors shall be guaranteed for a period of 6 months. If the same gets burnt before the expiry of guarantee period contractor will arrange rewinding of the same free of cost.
- We may terminate the contract any time without assigning any reason what so ever.
- Payment Terms: - We shall release the payment within 15 days after receipt of contractor's bill which should be submitted on fortnightly basis.
- Contract valid for one year from 4th July 2002 to 3rd July 2003.

(Authorised Signatory)
For and on behalf of Company

(Signature of Contractor)

Date :

Date :

**SUBJECT : - ANNUAL MAINTENANCE SERVICE CONTRACT : EPABX SYSTEM
MODEL ELTEX MANUFACTUED BY ULTIMATE & MARKETED BY L
& T.**

Terms & conditions :

1. Contractor will depute specially trained technician during first week of every moth to check the operation / preventive maintenance of EPABX system.
2. Complaint must be attended within 24 hours positively failing which penalty of Rs. 200/- per day will be imposed.
3. The rates quoted by contractor includes all the travelling and other expenses of staff deputed by him.
4. Spare parts shall be replaced by contractor free of cost as and when required. If PCB cards are required to be taken away for repair, stand by arrangements to be made by contractor so as to keep the system operational.
5. As and when contractor staff renders the services / completes his assignment satisfactorily, they would submit the service report duly signed by our engineer incharge.
6. **Payment terms:** Payment shall be made on quarterly basis subject to satisfactory work and submission of bill during first week of the month.
7. **Validity :** This contract shall be operative from 1st April 2003 and shall be valid for one year. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.
8. **Contract Rate :** Contractor will be paid Rs.4000/- Per Annum.

**(Authorised Signatory)
For and on behalf of Company**

(Signature of the Contractor)

Date :

Date :

SUBJECT: ANNUAL MAINTENANCE SERVICE CONTRACT FOR PRE PACKING MACHINES.

1.
 - A) Period of contract:
 - b) Rate: Paise per ltr. In half/1 ltr packing.
 - c) No. of machine 3
 - d) Rate includes, operation, maintenance, alongwith necessary spares, consumables including lubricants, but excluding U.V. tubes, which is electrical item and does not have any guarantee.
 - e) Minimum filling will be 25000 ltr. & maximum 75000 ltr perday. Billing will be done for actual filling done during the month.
 - f) Contractor will ensure the presence of minimum 1 number fully trained technician competent enough to look after the running maintenance in each shift or whenever the machine is to be operated as per the requirements of Production Department.
2. The machines will be operated and repaired by trained technicians of the contractor who will ensure that percentage wastage of film due to leakage is minimum. The contractor will ensure to give 450 good milk pouches or more of 500 ml out of 1 kg. Film if the yield declines below specified norms, penalty Rs.0.20 per pouch will be imposed. In case of 1 ltrs film, it must not be less than 220 pouches per kg. If it is less than specified norms than penalty Rs.0.40 paisa will be imposed.
3. If any abnormal leakage is observed on any particular date and the contractor is not able to improve inspite of warnings then management reserves the right to impose the penalty of minimum of Rs.500/- and maximum limit can be 100/- per day. This will be in addition to the routine penalties mentioned at clause No.2.
4. It will be ensured by the contractor's technician that weight of 500 ml pouches shall not vary from 505 to 515 gms and 1020 to 1030 gms in respect of 1 ltr. Pouches. Incase weight increases beyond desired limit then loss incurred by company will be recovered from contractor on the basis of actual cost of milk.
5. Any delay in despatches of city supply due to inadequate filling of liquid milk due to any reason on the part of contractor will warrant minimum panality Rs. 100 per day.
6. The labour for placing the milk pouches in crates and subsequent transportation to cold store will be provided by plant.
7. At the expiry of contact, all the three machines will be handed over to the next contractor in perfect running condition.
8. A security of Rs. 5000/- will be deposited by the contractor at the start of contract. This will be on without interest basis and shall be refunded on the successful execution of the contract period.

9. A thirty days notice in advance from either side will be served for termination of the contract. The security of contractor will be forfeited if this clause is violated or if the services of the contractor is not found satisfactory by the Chief Executive Officer of the plant and his decision will be final in this record. In such an eventuality the contract will be cancelled forthwith without any notice by the Chief Executive Officer.
10. Necessary statutory requirements like Income tax ESI and EPF as applicable from time to time will be deposited by the contractor relating to the workers engaged and the contractor will submit list of workers being paid by him alongwith every monthly bill.
11. The payment will be released by cheque with in 20 days after submission of the bill duly verified by Mgr(P) & GM(W).
12. All electronic circuit automation will not be disturbed and shall be kept in perfect operational condition by the contractor all the time.
13. All the machines shall remain in working order round the clock but in no case any of the machines remains under break down for more than 3 days at a time in a month or else a penalty of Rs.100 per day per head of machine will be imposed keeping in view the loss at floor level due to break down for more than 7 days.

Please acknowledge the receipt.

(Authorised Signatory)
For on behalf of Company

(Signature of the Contractor)

Date :

Date :

MILK SPECIALITIES LIMITED

REGD. OFFICE & WORKS : VILL. GHOLLUMAJRA, P.O. DAPPAR
DISTT.PATIALA (PUNJAB).
01762-280745,46 Fax : 280747

H.O. : SCO 158-59, SECTOR 34-A, SUBCITY CENTRE, CHANDIGARH – 160022
0172-606497, 610434, 612402 FAX : 607059 Email : milktime@satyam.net.in

PURCHASE ORDER

PURCHASE ORDER No :

Date.. / /

M/s

CS.No.:

Sub :

Dear Sir,

This has reference to & further discussion _____ we had with contractor. We are pleased to place an order on contractor's company for the supply of following goods as per terms & conditions given below :

I T E M		L A N D E D			
S. No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
TOTAL			0.000		0.000
Rupees					

TERM & CONDITIONS :

1. Prices --
2. P & F --
3. E. Duty --
4. Sale Tax --
5. Freight --
6. Payment terms --
7. Delivery --
8. C.S.T.No. -- 63709411 Dated 03.07.1992
9. Consignee -- MILK SPECIALITIES LIMITED
Village Ghollumajra, Dera Bassi (Pb.)
Ambala Chandigarh Highway

Please return a copy duly stamped & signed as a token of contractor's acceptance.

Your faithfully

For **MILK SPECIALITIES LIMITED**

Authorised Signatory

CC: MD / ACCOUNTS / STORE / FILE

(QMPUR-03)

INDENT : 0

Min _____ Max _____

SUBJECT: ANNUAL MAINTENANCE CONTRACT FOR COMPUTER SYSTEMS

Annexure - I - Equipment Specifications & Quantity

Annexure - II - Terms & Conditions

ANNEXURE - "I"

EQUIPMENT SPECIFICATIONS & QUANTITY

Sno.	Description	Quantity
1.	PC-AT 80486-DX Computer System @ 50 MHz 100 % IBM Compatible System 4 MB RAM 1 X 540 MB Hard Disk Drive 1 X 1.44 MB Floppy Disk Drive 1 X 1.20 MB Floppy Disk Drive 1 X 14" CGA Mono Monitor 1 X 101 Keys Keyboards 1P, 2S Ports Ethernet Cart 16 Bit RTC with Battery Backup	1 No.
2.	PC-AT 80386-DX Computer System @ 33 MHz 100 % IBM Compatible System 4 MB RAM 1 X 1.44 MB Floppy Disk Drive 1 X 1.20 MB Floppy Disk Drive 1 X 120 MB Tape Drive 1 X 14" VGA Mono Monitor 1 X 101 Keys Keyboards 1P, 2S Ports Ethernet Cart 16 Bit RTC with Battery Backup	1 No.
3.	PC-AT 80386-SX Computer System @ 33 MHz 100 % IBM Compatible System 2 MB RAM 1 X 14" VGA Mono Monitor 1 X 101 Keys Keyboards 1P, 2S Ports Ethernet Cart 16 Bit RTC with Battery Backup	2 No.

- | | | |
|-----|---|--------|
| 4. | 486 SX Computer System
2 MB RAM
VGA Mono Monitor
ETHERNET CARD
2 SERIAL, 1 PARALLEL PORT | 3 Nos. |
| 5. | PENTIUM
With Std. Config. | 7 Nos. |
| 6. | TVSE Printer – MSP155/245
132 Col. 300 CPS, 9 Pin Head
Dot Matrix Printer | 5 Nos. |
| 7. | EPSON Printer – SX-200
132 Col. 300 CPS, 9 Pin Head
Dot Matrix Printer | 2 Nos. |
| 8. | EPSON Printer – LQ-2170
132 Col. 300 CPS, 9 Pin Head
Dot Matrix Printer | 1 No. |
| 9. | HP DESKJET 670 C
INKJET PRINTER | 1 No. |
| 10. | NOVELL NETWARE VER.3.12 | 1 Lot. |

Total Contract Amount:- Rs. 20000/-.
(Rupees Twenty Thousand Only)

ANNEXURE - II

TERM & CONDITIONS**1. MAINTENANCE :-**

- A) Micronet Computer Systems (MCS) shall render seven days a week & 24 hours. Service including Holidays, to keep the equipment in good working order. Maintenance Service shall consist of: -
- B) Preventive and corrective maintenance of equipment. The schedule of preventive maintenance will be as mutually agreed with MILK SPECIALITIES LIMITED. MCS shall make at least two visits in a month for preventive maintenance.
- C) Repair and response time of defects/problems in any of the equipment mentioned above in Annexure – I shall be within four hours after informing to MCS either in writing or by telephonic message.
- D) All the Spares except Printer Head, Ribbon Cartridge, Stationery shall be replaced by MCS as required at their own cost. However all replaced items will become property of MCS.
- E) In case any equipment requires servicing at the office of MCS, then the party shall provide standby arrangement to MILK SPECIALITIES LIMITED., so that their work will not suffer.

2. PAYMENT TERMS:-

25% of Payment i.e. (Rs 5000.00) will be paid on acceptance of this contract. Balance will be paid in equal Quarterly Installment of Rs.5000.00 each Quarter.

3. PENALTY:-

In case MCS does not attend to complaint of Milk Specialities Limited within the stipulated notice period, then the demurrages will be imposed @ Rs.1000/- per day.

4. CONTRACT PERIOD

This contract shall be valid for One Year w.e.f. 1st April 2003 upto 31st March 2003.

5. ARBITRATION :

In case of any dispute, the same shall be settled under the provisions of Indian Arbitration Act, 1940 and the rules made there under. The Arbitrator shall be appointed by mutual consent.

6. JURISDICTION :

The contract shall be subject to Jurisdiction of Chandigarh Courts.

(Authorised Signatory)
For on behalf of Company

(Signature of Contractor)

Date:

Date :

SUBJECT: CONTRACT FOR SALE OF OLD SCRAP.

1.0 SCOPE OF WORK

The scope of work shall be as under :-

- 1.1 Contractor will lift the material on Ex- Milk Specialities Limited, Ghollumajra.
- 1.2 Contractor will provide the labour for lifting the material.
- 1.3 Loading will be supervised by our Stores & Estate & Security department.

2.0 VALIDITY

This contract shall be operative from _____ and shall be valid for six months and can be further extended. However, during the pendency of the contract period, we reserve the right to terminate the contract without any notice and without assigning any reason thereof. We also reserve the right to award a parallel contract to any other contractor during the pendency of the contract.

3.0 SECURITY DEPOSIT

Contractor will deposit a sum of Rs 10000/- (Rupees Ten Thousand only) as security deposit towards faithful performance of the contract. The security deposit shall not attract any kind of interest. The security deposit shall be refunded within one month of satisfactory completion of the assignment and on certification by the Committee Members or President.

4.0 PAYMENT

Contractor will made 100 % payment in cash at the time of delivery.

5.0 PENALTIES

Scrap shall be normally lifted on fortnightly basis but in no case later than once in a month. In case of delay in lifting (beyond one month) company reserves the right to impose penalty @Rs.100/- per day.

6.0 RATES

Rates will be as under :-

S.No.	ITEM DESCRIPTION	UNIT	RATE (Rs.)
1.	15 kg, EMPTY DAMAGED TIN GRADE A	Nos.	14.00
2.	-----DO ----- GRADE B	Nos.	10.00
3.	SCRAP TIN PATRA	KG.	05.00
4.	BROKEN GLASS SCRAP (AS IT IS)	KG.	02.00
5.	POLYTHENE WASTE MILK FILM	KG.	08.00
6.	POLYTHENE WASTE LINER (LD)	KG.	21.50
7.	POLYTHENE WASTE GHEE FILM	KG.	07.00
8.	WASTE POLY JARS	KG.	10.00
9.	WASTE POLY CRATES	KG.	16.00
10.	WASTE WOODEN CRATES	KG.	02.00
11.	WASTE CORRUGATED BOXES	KG.	03.50
12.	JUTE SUGAR BAG GRADE A	Nos.	18.00
13.	JUTE SUGAR BAG GRATE B	Nos.	13.00
14.	M.S. BARRELS 200 Ltr. GOOD QUALITY	Nos.	
15.	M.S. BARRELS 200 Ltr. BROKEN	Nos.	
16.	M.S. BARRELS 200 Ltr. WT. 18 Kg.	Nos.	
17.	HDPE BARRELS 200 Ltr GOOD QUALITY	Nos.	
18.	GHEE SCRAP (RESIDUE)	KG.	12.00
19.	EMPTY CEMENT BAGS PLASTIC	Nos.	01.00
20.	IRON SCRAP HEAVY	KG.	08.25
21.	IRON SCRAP LIGHT	KG.	06.50
22.	KRAFT PAPER BAGS	Nos.	02.10
23.	S.S. SCRAP	KG.	
24.	MILK POWDER SCRAP	KG.	
25.	OLD FILM ROLL LDPE	KGS.	23.00

7.0 TERMS & CONDITIONS

1. Generally smoking / Pan / Zarda / Tobacco chewing, spitting in public is not allowed however in exceptional cases this can be permitted at separately allowed places and in no case inside the plant.
2. All workers shall be subjects of medical fitness and be periodically examined by company's medical officer.
3. All employees of contractor shall be subject to security check and control as per prevalent rules.
4. Contractor and any of his employees shall not do any other activity not permitted by management.

This work order is being issued to contractor in duplicate. Kindly return one copy of the work order duly signed as a token of contractor's acceptance for our record.

(Authorised Signatory)
For and on behalf of Company

(Signature of the Contractor)

Date :

Date :

SUBJECT: CONTRACT FOR CANTEEN.

AGREEMENT

1. I Kashmir Chand and Joginder Pal S/o Sh.Davilal Ram of Pehewa Distt. Kurukshertra here by declare that we are resident of Phewa. I wish to run the Canteen located in front of the Factory, a property of Milk Specialities Limited. I wish to take over this Hotel from Sh. Satpal Singh, present contractor who intend to leave. I will take over all assets in on as is where is basis.
2. I here by agree to contractor's following terms and conditions: -
 - a) Preparation of Tea, Cooking of meals etc. will be of satisfaction quality.
 - b) I will ensure proper hygiene and sanitation in the Canteen.
 - c) I will arrange for utensils and furniture.
 - d) I will keep surroundings neat and clean.
 - e) My staff will maintain cleanliness and proper dress.
 - f) My staff will not enter in factory without proper permission.
 - g) I shall pay electricity bill as per meter and will ensure timely payment.
 - h) I will not use heaters etc.
 - i) Maintenance of existing assets will be my responsibility.
 - j) I will look after the cycle stand of the company and I will be responsible for any loss of cycle.
 - k) Liquor consumption will not be allowed in the Canteen.
 - l) No illegal activities will be carried out in the Canteen.
 - m) I shall provide following to the company employees as per rates approved by the company :-

I Tea Cup/Glass	- Rs.1.50
II Mathi, Ladoo, Besan	- Rs.2.00 per piece
III Lunch / Dinner	- Rs.10.00 (Dal / Sabzi & Chipati)
 - n) I shall abide by instructions given by company from time to time.

Our contract can be terminated by the management at any time as deemed fit.

(Authorised Signatory)
For and on behalf of Company

(Signature of Contractor)

Date :

Date :