

ECOS ASSOCIATION OF APARTMENT OWNERS

ECOS, Jatragachi, PS-Eco Park, PO-Ghuni, New town, Kolkata-700161

Registered under West Bengal Apartment Ownership Act, XVI of 1972

Registration No. 005272024 of 2024

Email: ecosassociation@gmail.com

Date – 1st Aug 2025

Work Order No – WO/25-26/ECOSAAO/03

To,

M/s R. S. Fire Control, 20, Ma Bhabatarini Sarani,

3rd Bye Lane, Howrah – 711104 West Bengal, India

PH. No: 9477559022, E- mail: rsfirecontrol@gmail.com

GSTIN: 19ARXPB7540A1ZQ

Sub: Work Order for providing Non-comprehensive (NC) Annual Maintenance Contract (AMC) for all the Fire and Life Safety Systems (Fire Extinguisher, Fire Hydrant System, Automatic Sprinkler System, Fire Pump Room- including all the equipment and accessories available in fire pump room, Automatic Fire Detection, and alarm system, MOEFA, PA system and CO sensors along with PLC panel, Jet, Exhaust and ventilation system etc.) available at ECOS Residential Complex, ECOS, Jatragachi, PS-Eco Park, PO-Ghuni, New town, Kolkata-700161.

Kind Attn. Mr. Madhusudan Bag,

Please refer to your last proposal, and our subsequent discussions for providing above subject matter services at our residential property namely ECOS Residential Complex, ECOS, Jatragachi, P.S-Eco Park, P.O-Ghuni, New town, Kolkata-700161.

Based upon your representation that you have necessary technical & trained manpower for providing above mentioned Services and that you have understood the SCOPE OF WORK and DELIVERABLES and that you shall be able to provide trained manpower who would ensure compliance of the DELIVERABLES and provide service of standards as referred to in work order, we are pleased to award you to manage the same as per the following details:

- | | |
|-----------------------|--|
| Client & Site Details | - Ecos Association of Apartment Owners,
ECOS, Jatragachi, PS-Eco Park, PO-Ghuni,
New town, Kolkata-700161. |
| Services | - As per above subject line. |
| Agency / Vendor | - M/s RS Fire Control |
| Scope of Work | - As per the attached Annexure-1 |
| Commercials | - As per the attached Annexure-2 |
| Effective Date | - 1 st Aug 2025 until 31 st July 2026 |



Payment

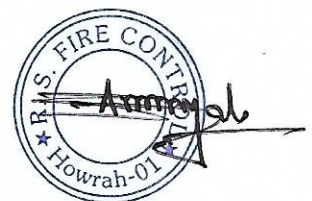
- Within 30 days from the date of receiving the correct & Verified invoice and 20% of the billed value will be put on hold in case of non-submission of compliance documents by agency till the submission Of all compliance documents along with tax invoice For the respective month by agency.

Termination

- Both client (Ecos Association of Apartment Owners) and Agency/vendor (M/s R.S Fire Control) Can terminate and withdraw the services With giving a notice of one month with or without giving/showing any reason.

Non-Performance

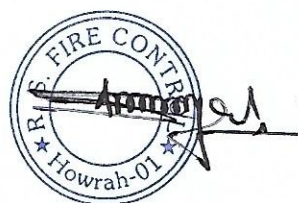
- Any incident of non-performance by the agency or Loss/ Damage to the property shall be taken as Negligence and default and all such damages / Losses shall be recovered from the Agency up to The limitation of the scope of the services. Such claims Should be made only after joint investigation by both the Parties.

For Ecos Association of Apartment Owners**For M/S. RS Fire Control**
Authorized Signatory**Name -****Designation -****Accepted by****Name -****Designation -****Encl:****Annexure- 1 – Scope of Work****Annexure -2 - Pricing Sheet/Commercials**

Annexure- 1 - Scope of work:

The scope of this service contract would comprise of the non-comprehensive annual maintenance services of all the fire and life safety systems have been installed at the premises of "The ECOS".

- The scope of work will include but not limited to providing maintenance of all Fire and Life Safety System (Fire Extinguisher, Fire Hydrant System, Automatic Sprinkler System, Fire Pump Room- including all the equipment and accessories available in fire pump room, Automatic Fire Detection, and alarm system, MOEFA, PA system and CO sensors along with PLC panel, Jet, Exhaust, and ventilation system) at site: The ECOS.
- Maintenance of electrical control panel of all the fire pumps will be under the scope of agency like all FLS systems.
- Maintaining service manual cards.
- The Agency during its reasonable working hours, shall send technician at regular intervals and as frequently as the Agency thinks necessary, a technician to visit, inspect and maintain the FLS Systems, having regard to the age, nature and condition of the product (but not less than 24 times per annum (that is at least twice every month)
- A service report to be submitted at site and signed off by the Client representative for every such visit.
- On call emergency service.
- Water flushing from both hydrant and sprinkler lines must be done on regular basis.
- All the fire hoses must be pressure tested twice in a year.
- All kind of maintenance will be under the scope of Agency, but the spares will be provided by client when required.
- Agency must ensure that all the available FLS systems are in normal operational mode at all the times.
- Any welding work if requires getting any leakage in pipeline killed that will be out of the scope of this contract.
- Refilling and HPT of fire extinguishers will be out of the scope of this contract.
- Calibration of any measuring equipment will be out of the scope of this contract.
- All the consumable materials require for maintenance, and all will be the scope of agency.
- Agency must inform to client about any abnormalities on real time.
- Monthly one fire training must be done by agency and then report submission accordingly.
- Monthly one mock fire and building evacuation drill must be done by agency and then report submission accordingly.
- Time to time recommendation and suggestions towards strengthen the fire and life safety systems and measures should be shared with client by agency.



Supply of materials:

1. Gland Packing greasing, dishwasher replacement (if requires).
2. Pump, Motor, & Related Pipeline paintings in fire pump room only once in a year.
3. Cost of all other materials and spares will be charged extra.

PERSONAL HYGIENE & GROOMING OF THE PERSONNEL OF THE AGENCY

1. All employees must be present in a neat clean & well-groomed appearance.
2. While on duty, all employees must wear the uniform provided by the agency.
3. Ensure that all personnel are trained and aware of the job requirements.
4. All staff must keep their hair trimmed and be in clean shaven.
5. All the employees should be in their departmental/safety shoe as appropriate while they are on duty.
6. Ensure display of company identity card for easy recognition of your company representation.
7. Ensure wearing respective work masks, safety gloves and belts as and when required.
8. Precaution is better than cure; keep safe operation of all electric equipment and familiar with its operating system and manual.

HOURS OF SERVICE

As per requirement. Agency must submit the duty roster of their employees on monthly basis post discussion and taking consent from client.

AREA COVERAGE:

Ecos Association of Apartment Owners, ECOS, Jatragachi, PS-Eco Park, PO-Ghuni, New town, Kolkata-700161.

CONTRACT VALUE:

- The contract value is as per 'Annexure 2'. However, the Bill will be paid as per actual services.
- The Bill shall be submitted to the In-charge of the Site from client side and will be payable within 30 days from the day of submission of correct and verified bill.

The Bill shall contain the following details:

1. Work Order No.
2. Subject as mentioned on the work order.
3. Billing should be done as per category & name of employee's with designation.
4. The Bill should contain GST number and Pan No.



The Bill should be accompanied by the following:

1. Attendance sheet certified by both parties, mandatory.
2. A copy of paid challans of ESIC & EPF.
3. Wages and salary sheet dully signed by concerned personnel.
4. Monthly activity report.
5. Service reports.
6. Other compliance documents.

Registers, Notices, documents at site

1. Resume and photographs of all deployed employees
2. Copy of police verification certificates of deployed employees
3. Complete nominal-roll to be maintained at site.

COMPLIANCE OF LAWS:

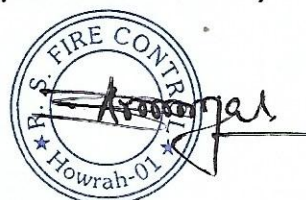
1. Agency shall be responsible for compliance of all relevant laws, as may be applicable including all existing and future legislations, Rules and Regulations and their amendments from time to time.
2. In any event the manpower shall for all purposes be considered as your employees (notwithstanding they report to duty for more than 180 days in a calendar year) and neither you nor your manpower shall raise any claim of whatsoever nature against the management of **The Client**.
3. Agency hereby agree and undertake to indemnify the management of **The Client** against breach of any provisions of law as applicable and shall reimburse all costs / damages / charges / compensation that may be borne / required to be borne by client for any default on agency part. It is clarified that any ordinance, notification, order, or statute, which prohibits the terms of this arrangement, shall lead to immediate termination of this contract. In such an event, **Client** shall not be responsible for any liability arising there to.

INDEMNITY:

1. Agency hereby agrees to indemnify client against all expenses incurred or loss / damage caused attributable to any act or omission including misappropriation. Theft and non-compliance on your part or on part of the manpower. It is agreed that **Client** shall have the right to appropriate all such expenses incurred and / or loss / damage caused, from the amounts outstanding to the agency.

MISCELLANEOUS:

1. Agency shall ensure that the manpower deployed for work at our site is fully trained and conversant with their scope of work under this work order. Agency shall be responsible to provide client with support for any related services during the subsistence of this work order.
2. The client shall not be responsible for any damage, injury, disablement, or death to agency's manpower and neither agency nor agency's manpower will raise any claim



(including a claim for compensation) against the client while performing any duties on site and/or commuting to/from the site.

3. Agency / Client shall be entitled to review the strength and working hours of the manpower from time to time, based on the requirement.

SCALE OF DEDCUTIONS

Sr. No.	Omission	Rate of Deduction (in Rs.)
1.	Poor Turn Out/ Grooming	INR 100 per omission observed per individual FROM MONTHLY BILLING AMOUNT
2.	Absenteeism	INR 100 per omission observed per individual FROM MONTHLY BILLING AMOUNT
3.	Complaint for misbehavior	@ INR 100/- per complaint FROM MONTHLY BILLING AMOUNT
4.	Sub-standard material used/ provided	@ 5% of FROM MONTHLY BILLING AMOUNT
5.	Failure in providing service as per schedule/ standards	@ 5% of FROM MONTHLY BILLING AMOUNT
6.	Fire Training attendance-less than 60% of the deployed manpower	@ 5% of FROM MONTHLY BILLING AMOUNT
7.	Subject Matter Trainings 01 nos. minimum per month	@ 1% FROM MONTHLY BILLING AMOUNT
8.	Service Provider Operations/ Quality Team visit cum review session to be arranged 02 nos. minimum per month (responsibility to arrange is of the Service Provider)	@ 2% FROM MONTHLY BILLING AMOUNT
9.	Hired equipment not being in working order	@ Pro-rata rental charges for 1st 7 days thereafter twice the pro-rata rentals
10.	Theft	@ Cost of item + 1% FROM MONTHLY BILLING AMOUNT
11.	Safety Rule	@ 2% deduction per complaint FROM MONTHLY BILLING AMOUNT in case of any violation of safety rules



Annexure 2 - Pricing Sheet/Commercials

Pricing details: The pricing details mentioned below are initial and may vary time to time as per site requirement and instructions from the client. Any additional / ad-hoc service requirement over and above the original shall be calculated as per approved rates after mutually discussion and acceptance.

Sl. no	Product description	Unit Rate	Qty	Total amount in (INR) / Per year
1	Non-comprehensive (NC) Annual Maintenance Contract (AMC) for all the Fire and Life Safety Systems	3500	24 times yearly (Two services per month)	84000/-

NB:

- GST will be charged extra as applicable.
- TDS deduction as applicable under law.
- The contract value includes all statutory payments such as PF, ESI, Bonus, coverage under workmen compensation insurance and shall conform to contract of labour and minimum wages acts in respect of the personnel deployed at the premises.
- No additional claims will be entertained on account of transportation, additional hours of work on need basis if required and any other obligations.
- The service requirement/ details will vary time to time as per site requirement and instructions from us.
- The above price also includes necessary tools and tackles, uniforms, ID cards, safety shoes, PPEs and connected accessories, logbooks and registers if any to be maintained as may be required.
- Any deductions applicable shall be adjusted from Agency as debit notes.

Guidelines to the Agency

All monthly invoices for the preceding month should reach the client every month along With necessary documents.

Addressed to: - Ecos Association of Apartment Owners,
Office Address: - ECOS, Jatragachi, PS-Eco Park, PO-Ghuni, New town, Kolkata-700161
GSTN – 19AACAE5881C1ZQ

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