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DIMTS/Ops/SDMC/Skylark/2535

Dated: 08.06.2018

Skylark Infra Engineering Pvt Ltd,
Corporate Office
4th Floor, Plot no 814, Udyog Vihar
Phase V, Gurgaon
Haryana – 122016.

Subject: Provision of Manpower for Operation of Rajouri Garden Multi Level Parking (MLP) of SDMC

Reference:

1. DIMTS letter of award no DIMTS/Ops/SDMC/SP/1906 dated 12.05.2017.
2. DIMTS letter of award no DIMTS/Ops/SDMC/Skylark/3790 A dated 13.09.2017.
3. DIMTS letter of award no DIMTS/Ops3/SDMC-HK/Skylark/4283 dated 06.10.2017.

Sir,

1. This is in reference to Manpower Agreement dated 14.08.2017 between DIMTS Ltd and Skylark Infra Engineering Pvt Ltd.
2. Skylark has been detailed to provide manpower for operation of 3 MLPs of SDMC at Hauz Khas, Munirka and Kalkaji. Now SDMC vide letter no AC/WZ/2018/D-939 dated 17.05.2018 has directed to activate MLP at Rajouri Garden. In view of above you are requested to provide following manpower for operation of said MLP wef 09.06.2018:

Activity	Number of personnel	Remarks (Only 26 days)
Supervisor	3	One per shift for three shifts
Parking fee collection (Entry and Exit gates)	6	2 per shift for three shifts
Attendant at each level to oversee proper parking of vehicles and security	6	1 per level per shift for two shifts for 3 levels
Lift operator	2	One per shift for two shifts
Housekeeping/cleaning	2	General shift

3. The MLP at Rajouri garden consists of three levels/basements with an area of 8600 sq metres and a parking capacity of 234 ECS. The parking operations are to be carried out on 24X7 basis in three shifts of 8 hours each per day. The employment of manpower will be only on 8 hourly shifts and will be strictly as per labour laws/notifications issued from time to time and applicable for Delhi.
4. **Scope of Work.** To start with only the first floor of the MLP is to be made operational for parking services. With increased utilization of MLP, the parking operations will be extended to include the

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second and third basement as directed by Project Committee of SDMC. The scope of work will include the following:

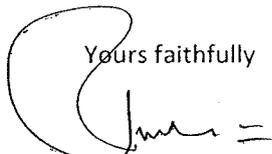
- a. Provision of manpower with following conditions for operation and related services of parking:
 - i. Qualification – Minimum matriculation passed
 - ii. Age – below 45 year
 - iii. Police verification of manpower before deployment
 - iv. Attended training of operation of ticketing device and related equipment
 - v. Uniform with Identity Card
- b. Distribution, operation and charging of Android based ticketing devices.
- c. Issuance of parking tickets and collection of the parking fees or monitoring of passes.
- d. Issuance of monthly passes.
- e. Deposition of parking fees in cash to bank account on daily basis.
- f. Co-ordination with Enforcement Agencies.
- g. Assist police authorities in effecting security measures in MLP area.
- h. Undertake safety and security of MLP assets, vehicles and users.
- i. Housekeeping and cleanliness duties of MLP including toilets and garden.
- j. Operations of lifts, switching of to generator and other electrical subsystems in MLP if required to do so.
- k. Ensure good conduct of its staffs with special attention to elderly, handicapped and women users.
- l. Reporting of defects/breakdown of electrical subsystems installed in the MLP to SDMC/DIMTS representative.
- m. Ensure prompt reporting of incidents or any special cases to DIMTS representatives upon occurrence.
- n. Maintenance of records/documents including complaint book at parking lot.
- o. Submission of Reports to DIMTS on daily & monthly basis.
- p. Compliance of statutory requirement and Maintenance & verification of documents as per existing applicable laws.

5. Payments Terms & Conditions.

- a. Skylark will pay the minimum wages as notified by Delhi Labour Department from time to time plus statutory benefits (EPF, ESIC, bonus & leave encashment).
- b. Skylark after payment of wages to its employee through bank transfer will submit the bills (along with attendance, salary sheet and EPF, ESIC challans of previous month) duly verified by SD associates by the 15th of next month.
- c. DIMTS after deduction due to non-compliance of SLAs will process the bills.
- d. DIMTS will pay wages bill plus 4.9% management charges plus GST as applicable to Skylark for the manpower provided for said project within 15 days from submission of bills.

6. You are hereby requested to return a copy of this letter, duly signed and with your company seal as a token of acceptance of the same within Two (02) days from the date of this letter.

Yours faithfully

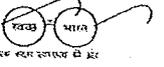

Rakesh Mahajan
VP – Operations

Enclosures: Two

1. Letters for allotment of parking sites by SDMC – Annexure 1.
2. Parking fees to be charged – Annexure 2.



SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE Asstt. COMMISSIONER/WEST ZONE
Dr. Sahib Singh Verma Nigam Bhawan, Shivaji Enclave,
Raja Garden, New Delhi - 110027

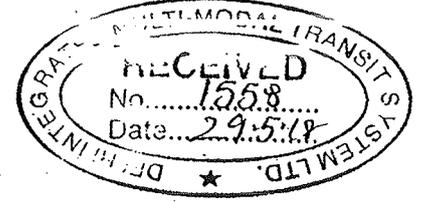


No. AC/WZ/2018/D- 997

Dated 17/5/18

To,

Sh. Rakesh Mahajan,
1st Floor, Maharana Pratap Building,
ISBT Kashmere Gate, New Delhi, Delhi 110006

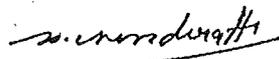


Subject:- Taking over multi level under ground parking J- 8 Block, Rajouri Garden by DIMTS

Sir,

I am directed to refer to the above subject and to say that the Competent Authority has decided to engage DIMTS for running the new multi level under Ground parking, J-8 Block Rajouri Garden. The civil & electrical work of the parking is complete and NOC from the fire Department has been received and the parking is ready in all respects.

You are requested to make arrangements for taking over the aforesaid parking at the earliest preferably by 21.05.2018.


Asstt. Commissioner
West Zone, SDMC

Copy to:-

1. DC/WZ
2. SE-I
3. EE(M-I)
4. DC/RP Cell/HQ

SCHEDULE -III

Type of Vehicle	Applicable fee for multi-level parking	Applicable fee for surface parking	Cost of monthly pass for multi-level parking only	Concessional monthly fees for multilevel parking only for association member/ handicapped persons
Car	Rs 20/- per hour subject to a maximum of Rs. 100/- per days	Rs.30/- per hour	Rs.2000/- per vehicle	Rs. 1500/- per vehicle
2 Wheeler	Rs 10/- per hour subject to a maximum of Rs. 50/- per days	Rs.20/- per hour	Rs.1000/- per vehicle	Rs. 750/- per vehicle
Commercial Vehicles (tempos, small carriers)	Rs 50/- per hour subject to a maximum of Rs. 250/- per days	Rs.100/- per hour	Rs.3000/- per vehicle	No concession

M. D.

