



Manzil Co-operative Group Housing Society Ltd.

Plot No. 7, Sector - 9, Dwarka, New Delhi-110077
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Ref. No.: MZ/MC/Housekeeping/2025-26/01

Date: 27th Jul 2025

Memorandum of Understanding between M/s DD Enterprises, the Manpower Service provider at Manzil CGHS Ltd., Plot No.07, Sector-09, Dwarka, New Delhi – 110077 and Management Committee of the Housing Society.

Consequent upon persistent discussion from the Manpower Service Provider, M/s DD Enterprises, the Managing Committee of the Manzil CGHS Ltd., has decided to fix the charges to Rs.12,500/- per housekeeping staff per month and Rs 14,000/- per Gardener per month with effect from the 1st Aug. 2025 plus applicable service GST after deducting TDS on the following terms and conditions: -

1. That the said Agency would deploy 02 nos of trained housekeeping staff and 01 no. of experienced Gardner for the Manzil Society.
2. The Housekeeping staff should be trained i.e. having basic knowledge & training in handling housekeeping work of high-rise complex.
3. The housekeeping staff should be well trained in sanitation and waste management practices
4. The housekeeping agency along with the staff must ensure the cleanliness and hygiene in the society to monitor the quality standards.
5. The housekeeping agency is responsible for the overall supervision of the cleanliness in coordination with Society Manager on day-to-day basis. Also, one of the Society member is volunteer the cleanliness work and the necessary direction from the volunteer need to adhere.
6. The society area needs to be swepted and mopped on daily basis along with the stilt, staircase and corridor area to maintain the cleanliness.
7. The front gate and back gate along with the outside area need to be cleaned on daily basis after clearing the foliage etc. to maintain high quality of cleanliness.




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8. The cleaning and soft mopping need to be done on daily basis inside the lift without damaging the lift wall and surface on daily basis.
9. All the scrap extracted from the society need to be cleared on 2-3 days basis to avoid any piling-up of scarp inside the society premises. Also, it may be noted that the scrap segregation needs to be done after the stipulated working hour.
10. The gardener should be well experienced to maintain the society garden.
11. One Society member is doing the overall supervision of the Garden and the gardener must work under his supervision.
12. All the seasonal flowers and plants need to be planted as per the Society direction and also the hedge cutting may be done on regular basis along with the grass cutting using the motor operated grass cutting machine available in the society.
13. The maintenance of all the available machine and tools are the responsibility of the gardener and any misplaced item will be borne by him.

The service agreement is awarded to M/s D.D. Enterprises for a period of 03 months initially and its continuance would depend purely on the performance of the agency and can be discontinued without any explanation from the Manzil MC. It would be the prerogative of the Management Committee of Manzil CGHS Ltd.

FOR MANZIL CGHS LTD.


RAJIB ROY
(President)




JAYANTA N. MANDAL
(Gen. Secy.)

FOR D.D. Enterprises

(.....)

Name: Sumita Yadav

For D.D. ENTERPRISES

Designation: Proprietor

Proprietor

PAN No. AA MPY 3093P

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