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NON JUDICIAL

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GOVERNMENT OF KERALA
e-Stamp

e-Stamp Serial Number : 202526000000600730

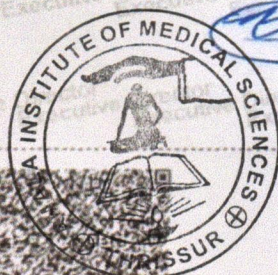
Verification Code : 300039058V

Govt. Reference No.(GRN)	: KL004519291202526E
Purpose	: Agreement or memorandum of an agreement - if not otherwise provided for
Amount of Stamp Paper Purchased in Numeral	: ₹ 200
Amount of Stamp Paper Purchased in Words	: Rupees Two Hundred
Stamp Paper Purchased on	: 29/04/2025
First Party Name	: Executive Director
First Party Address	: Naipunya Welfare Services Pongam Koratty
Second Party Name	: Fr Julious Arakkal CMI
Second Party Address	: Director Amala Cancer Hospital Society Amala Nagar PO Trissur
Vendor Code & Name	: 11132320 - Prema. S
Treasury Code & Name	: 1113 - Sub Treasury Kalamassery

Please write or type below this line

LICENSE AGREEMENT

This agreement made on the **1st day of May 2025** between **Amala Cancer Hospital Society** registered under the T.C Act XII of 1955 represented by its Director Fr. Julious Arakkal CMI, residing at Amala Bhavan, Amala Nagar P.O, Thrissur District (hereinafter referred to as the **'Licensor'**) and **Naipunnya Welfare Services** (Regd. No.ER-83/2012 of SRO, EKM) having its registered office at Regional Pastrol Center, St. Martin De Porus Shrine, Angamaly South- 683573, Ernakulam District, represented by its Executive Director Fr. Jimmy George (hereinafter referred to as the **'Licensee'**).



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For Naipunnya Welfare Services



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Executive Director

This can be verified by
https://www.estamp.treasury.kerala.gov.in/index.php/estamp_search using e-Stamp Serial Number and Verification Code

In case of any discrepancy, please inform the competent authority.

PREMA S.
STAMP VENDOR

Nature of Service

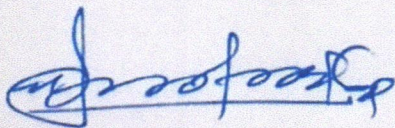
1. Whereas the Licensor is agreeable to grant license to the licensee for providing Housekeeping and Gardening Service to meet the requirement of the Licensor on contract basis as in the manner detailed in this agreement.
2. Whereas the Licensee is agreeable for providing manpower for the Housekeeping and Gardening services at locations specified in Annexure-1 as per the requirements of the Licensor on contract basis on the terms and conditions stipulated hereunder.
3. In the event of requirement of any other services from the Licensee to the Licensor other than mentioned in the Annexure-1, such duties are to be carried out by the employees engaged by the Licensee, for which the licensee will be given extra payment according to the understanding between both the parties in each/such occasions.
4. The Licensee shall be responsible for attending and resolving the complaints if any within 15 minutes of reporting the incident to the Licensee or his concerned employees.
5. The nature of duties, functions, areas of duty which are shown in the Annexure -1 attached herewith are to be strictly fulfilled by the Licensee.

Deposit

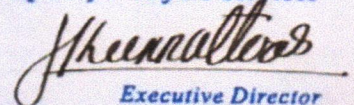
6. The licensee agrees to deposit an amount of Rs.68,000/- (Rupees Sixty Eight Thousand Only) as security deposit for rendering contract service to the licensor. The amount of security deposit will be returned to the licensee without any interest on satisfactory completion of the contract period after settling all the accounts with the licensor.

Manpower & Payments

7. The Licensee agrees to provide required number of manpower for carrying



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Executive Director



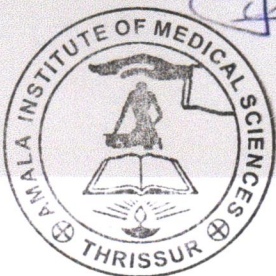
out Housekeeping and Gardening services as stipulated areas mentioned in clause no: 7,9,11 &13.

Academic Division:- (Medical College, St. Joseph's Block, B.Sc Nursing College and GNN Nursing School

8. The Licensee shall engage not more than 29 numbers (28 female and one male) of contract employees (on the floor) at Medical College, Research Centre, St. Joseph's Block, B.Sc Nursing College and GNN Nursing School, under his control for carrying out the service/duties as required by the Licensor as shown in Annexure - I (which will form a part of this agreement).
9. The licensor shall pay service charge @ of Rs.760/- (Rupees Seven Hundred and Sixty only) (inclusive of all statutory payments & service charge) per position per day for rendering housekeeping and gardening service at Medical College, Research Center, St. Joseph's Block, B.Sc Nursing College and GNN Nursing School. The details showing the split-up of above mentioned amounts to be submitted by the Licensee in detail to the Licensor. In the event of reduction of manpower (employees) from the stipulated number of 29 employees, proportionate rate reduction in the Service charge will be made applicable.

Hospital Division:- (Sacred Heart Block - Basement, 1st, 2nd, 3rd, 4th, 5th & 6th Floors, Ayurveda Hospital & Physiotherapy Unit)

10. The Licensee shall deploy 22 staff (21 female and one male) at Sacred Heart Block (Basement, 1st, 2nd, 3rd, 4th, 5th & 6th floors), Ayurveda Hospital & Physiotherapy Unit under his control for carrying out the service/duties at day and night as required by the Licensor as shown in Annexure - II.
11. The licensor shall pay the service charge @ of Rs.760/- (Rupees Seven Hundred and Sixty only) (inclusive of all statutory payments & service



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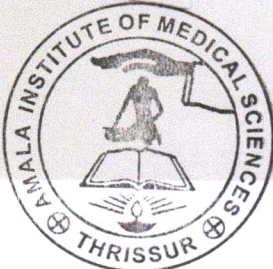
For Naipunnya Welfare Services

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Executive Director

charge) per position per day for rendering housekeeping services at Sacred Heart Block (Basement, 1st, 2nd, 3rd, 4th, 5th & 6th floors) Ayurveda Hospital & Physiotherapy Unit. The details showing the split-up of above mentioned amounts to be submitted by the Licensee in detail to the Licensor. In the event of reduction of manpower (employees) from the stipulated number of 22 employees, proportionate rate reduction in the service charge will be made applicable.

Hostel Division:- (Staff Hostel, Student Hostels, Amala Bhavan, Santhwanam, Stadium, Auditorium, Gymnasium, MRD Annex, Recreation Room, Doctors' Quarters, Bethanygram, VIP Sangeetha, VIP OP Canteen & Public Toilet

12. The Licensee shall engage not more than 18 numbers of contract employees (on the floor) at Staff Hostel, Student Hostels, Amala Bhavan, Santhwanam, Stadium, Auditorium, Gymnasium, MRD Annex, Recreation Room, Doctors' Quarters, Bethanygram, VIP Sangeetha, VIP OP Canteen & Public Toilet under his control for carrying out the service/duties as required by the Licensor as shown in Annexure - III (which will form a part of this agreement).
13. The licensor shall pay the Service charge @ of Rs.760/- (Rupees Seven Hundred and Sixty only) (inclusive of all statutory payments & service charge) per position per day for rendering housekeeping services at Staff Hostel, Student Hostels, Amala Bhavan, Santhwanam, Stadium, Auditorium, Gymnasium, MRD Annex, Recreation Room, Doctors' Quarters, Bethanygram, VIP Sangeetha, VIP OP Canteen & Public Toilet. The details showing the split-up of above mentioned amounts to be submitted by the Licensee in detail to the Licensor. In the event of reduction of manpower (employees) from the stipulated number of 18



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Executive Director

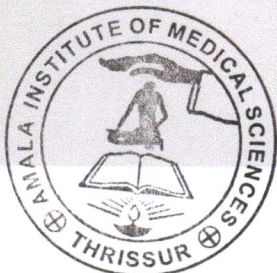
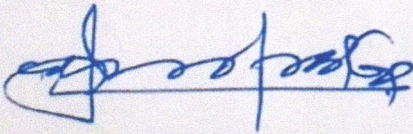
employees, proportionate rate reduction in the service charge will be made applicable.

Supervisor

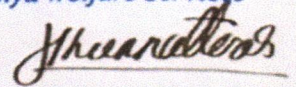
14. The Licensee shall engage one supervisor under his control to supervise the jobs of the employees engaged by the licensee.
15. The licensor shall pay the Service charge @ of Rs.840/- (Rupees Eight Hundred and Fourty Only) (inclusive of all statutory payments & service charge) per position per day against the supervisory service rendering in all the areas mentioned in Clause No. 7,9,11.
16. Any increase in the Service cost is subject to the employee's attendance and prior approval from the Licensor.

Other Payments

17. The Licensor shall pay an amount of Rs. 10,600/- (Rupees Ten Thousand Six Hundred Only) towards the machinery service rendered by the licensee.
18. The Licensor shall pay the amount of holiday wages payable to those contract employees engaged on National & Festival Holidays of Amala Institute of Medical Sciences on submission of holiday wages statement separately in each corresponding month. The licensee shall take prior approval from the Licensor for working in the Institutional Holidays. The payment of holiday wages will be released subject to verification of attendance of contract employees.
19. The licensor shall also give the amount of GST at the rate as applicable from time to time on the total amount of employee cost (wages and Statutory contributions) and Licensee's service charge to the licensee in every month.
20. The licensor is not liable to give any other payment to the licensee in connection with service/work stipulated in the agreement for the contract



For Naipunnya Welfare Services


Executive Director

period other than the payment mentioned in clause Nos:8,10,12,14, 16 and 17 of this agreement.

Statutory Obligations

21. The licensee is totally liable to comply with the following conditions with regard to the employees engaged under him during the course of this agreement.
- a. Payment of minimum wages.
 - b. Payment of ESI contributions on wages.
 - c. Remittance of GST as applicable by the Licensee for the entire amount receiving from the Licensor.
 - d. Leave salaries.
 - e. Provision for manpower in the event of weekly off, all kinds of leave including maternity leave.
 - f. Festival allowances.
 - g. Any other payments under related statutes.

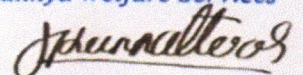
Wages Calculation

22. Both the parties agree that the actual number of days in the respective month will be reckoned for calculating the wages and other benefits to the employees (Other than the daily wages employees, if any).

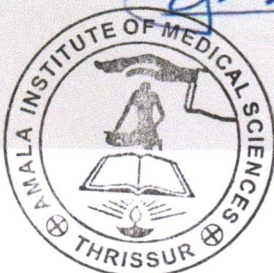
Bills, Statement and proof for the payment

23. The licensee agrees that he shall produce a detailed bill and statement for the concerned preceding months showing the details of wages paid to the employees engaged under him and details of statutory payments such as ESI, Professional Tax and GST as applicable before the Licensor by 3rd working day of the month.
24. The licensor will examine, and correct the monthly bills, if required, submitted by the licensee and accordingly release the payment to the

For Naipunnya Welfare Services



Executive Director



licensee on the 7th working day of each month.

25. Licensee agrees that he shall submit documentary proof for the payment/ remittance of wages including statutory contributions in respect of employees engaged under him including GST as applicable, failing which payment for the subsequent month will not be released to the Licensee.

Forfeiture of payment

26. The licensor reserves the rights to forfeit the payment due to the licensee or to reduce the amount in dispute, if any, related to the previous bills from the payment due to the licensee from the subsequent month's payment. Later, if the licensee is submitting the required evidence regarding the disputed amount in the previous bills, in such cases the amount forfeited/recovered from the licensee will be released to the licensee thereafter.

Capacity of Employees

27. The licensee agrees to engage employees, who are medically fit and mentally sound especially in the age group of 20 – 50 years only, for all activities specified in this agreement. The Licensee shall take necessary steps to implement the regulations regarding the specification of upper age limit of the employees of the Licensee.

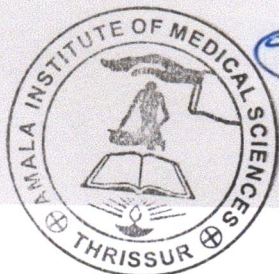
Engagement of Employees

28. Licensor shall have the choice to change the employees engaged by the licensee, if required, in accordance with necessity of work/situation, commitment of any misconduct or in the event of physical unfitness. In such occasions, the licensee has to replace such employee with a suitable employee with the approval of the licensor within a period of one week of intimation. The Licensee is required to get the clearance from the Licensor before engaging new employees under the Licensee for meeting the

For Naipunnya Welfare Services



J. Manabala
Executive Director



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requirements of the Licensor.

29. The persons engaged by the Licensee for the purpose of Licensor shall work in shifts as per the requirements of the Licensor.

Supervision

30. The Licensee shall regularly supervise the work of the employees engaged by him and update the Licensor about the progress, completion of work etc. executed by the Licensee. The Licensee shall submit the names of supervisors engaged by the Licensee for the purpose of the Licensor and they have to give regular report to the Licensor about the work carried out by the employees of the Licensee.

31. The Licensee shall regularly control and supervise all the persons engaged by him in order to maintain proper discipline and punctuality among the employees engaged by the Licensee so as to perform duties to the entire satisfaction of the licensor

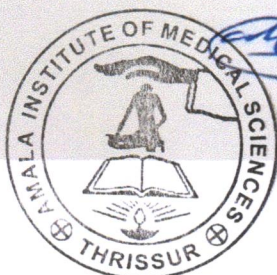
32. Licensee shall ensure his physical presence or his authorized official at least one day in a week (preferably Mondays or Tuesdays) in the establishment of the Licensor for confirming the effective supervision and administrative control over the employees under him. The Licensee shall give the name and details of the authorized officials for this purpose.

Uniform

33. The employees engaged by the Licensee shall wear uniform as specified by the Licensor and the cost of the uniform will not be borne by Licensor. The Licensee shall ensure the compliance of norms regarding wearing of uniforms.

Loss or damages

34. Licensee agrees that during the course of the agreement period, any loss or damages caused to the Licensor due to the fault of the Licensee or the employees engaged by the Licensee, on such events or occasions, the



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For Naipunnya Welfare Services

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Executive Director

Licensee is liable to compensate the entire loss/damage caused to the Licensor.

Wages and other benefits to employees

35. The Licensee shall be fully responsible for the payment of wages and all other benefits such as Employee's State Insurance, Leave with wages, Holiday wages, and all other benefits payable to them as per the provisions of the rules and regulations as applicable from time to time during the currency of this agreement.

36. The employees engaged by the Licensee will not have any rights for wages or benefits from the Licensor including any employment under Licensor.

Records/ registers

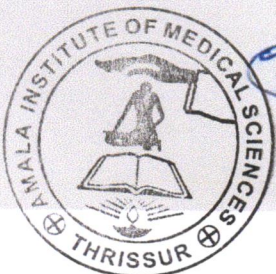
37. The Licensee shall maintain all employment records/ registers required under related statutes in respect of the employees engaged as per this agreement and shall keep those records with him for administrative purpose. The Licensee shall produce all registers and records to the Licensor or any officials from Labour, EPF, ESI, Health, Revenue, Police departments etc. as and when required.

Statutory License of Licensee

38. The Licensee is also liable to take and renew required License from the concerned government departments/ revenue bodies for the purpose of rendering the service to the Licensor as per the terms of this agreement and to submit the required returns to the statutory bodies in time and to submit copies of the same to the Licensor.

Professional tax

39. The licensee is liable to recover professional tax as required from his employees and remit to the Panchayath as and when required and also to



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For Naipunnya Welfare Services

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Executive Director

submit proof regarding the remittance of professional tax, before the Licensor.

Orientation & Trainings

40. The licensee is liable to give orientation classes and other required trainings related to the nature of duties and responsibilities including soft skills before engaging the employees for duty. The Licensee agrees to provide on the job trainings/ ongoing training to his employees depending upon the requirements of the Licensor and a log book of training shall be prepared by the Licensee and kept with him for reference.

Medical check up

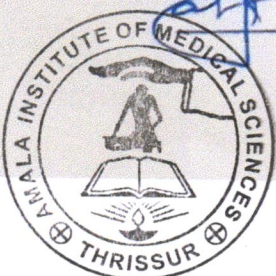
41. The employees of the licensee have to undergo annual medical checkup and take necessary vaccinations, if required. Licensee should ensure that his employees have done annual medical check-up and taken vaccination as required. The cost of such medical check-ups and vaccinations will not be met by Licensor.

Cleaning check list

42. The licensee is required to ensure that the cleaning check list prepared and given by the Licensor for different nature of works for placing at the required work stations/locations are to be properly monitored and necessary entries in the check lists are to be done by the concerned employees and team leaders of the Licensee properly and regularly as per the schedule.

Cleaning materials & Usage

43. The Licensor shall provide all the cleaning materials required for the necessary work including tools, and tackles shown in Annexure-II excluding machineries shown in Annexure-III for carrying out the work.
(Both Annexure-II and Annexure -III form a part of this agreement)



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For Naipunnya Welfare Services

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Executive Director

44. The Licensee shall use only the required quantity of materials for the cleaning and related works. Proper entries related to items and quantity of materials used every month to be entered by the concerned employees/supervisor of the Licensee in the required registers and submitted to the Operations Department of the Licensor.

Termination of Agreement

45. Both the parties reserves all rights to terminate this agreement by giving Three months notice on either side as applicable, or Rs.3,00,000/- (Rupees Three Lakh Only) in lieu of the said notice.

46. In the event of any failure on the part of Licensee to comply with any clause of this agreement which may cause administrative problems or financial liability to the Licensor, the Licensor has the absolute right to terminate this agreement without any notice period, and to realize the cost of damages, from the Licensee.

Sub Contract

47. The Licensee cannot subcontract the works which are mentioned in this agreement and Licensee shall be totally responsible for carrying out the entire work for the Licensor under his direct control and supervision.

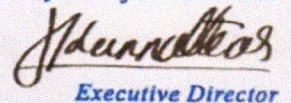
Modification or Amendment

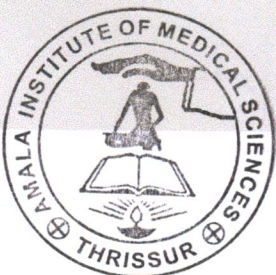
48. Any modification or amendment of this agreement shall be only by a written document executed by both the parties.

Confidentiality

49. The licensee hereby agrees that during the course of this agreement his employees will keep the records/ documents/ information of the Licensor which are considered as confidential information and will not be disclosed to anyone else.

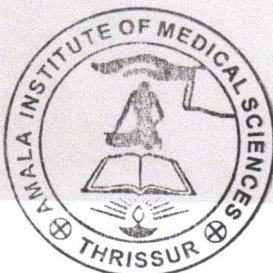
For Naipunnya Welfare Services


Executive Director



Others

50. The Licensee shall provide service in all working days except on Sundays and National & Festival Holidays of Amala Institute of Medical Sciences for meeting the requirement of the Licensor. The employees engaged by the licensee are eligible for one casual leave in every completed month.
51. The Licensee shall collect antecedent details and also conduct background verification of the candidates before engaging them for service.
52. The employees of the Licensee will not be permitted to go outside the premises during working hours without the prior written sanction from the authorized person of the Licensor.
53. The Licensee is liable to submit copy of the Adhaar Card of the employees engaged by him for the purpose of the Licensor.
54. The licensee is required to maintain personal files for each employees engaged by him and a copy of the files to be submitted to the Licensor.
55. The licensee is liable to settle all the disputes related to the employees engaged by him, and the licensor shall not be responsible for settling any claims related to the employees of the licensee. Any disputes related to the employees of the Licensee shall not be brought before the Licensor for any settlement or relief.
56. The Licensee shall avoid any labour unrest or strike on the part of employees engaged by the Licensee. The Licensee must ensure that his employees do not engage in any kind of public demonstrations/ Protest at Amala Campus and its premises. The Licensee is totally responsible for providing service to the Licensor in the event of any strike by his employees, by taking suitable alternative arrangements.
57. The Licensee shall be totally responsible for settling the gratuity payable to the employees.



For Naipunnya Welfare Services



Executive Director

58. The Licensee is liable to clear the premises of the Licensor and to settle all the accounts with the Licensor including the Wages and all other benefits payable to the employees under his control on completion/termination of contract.

59. Final payment to the Licensee will be given only after submitting the clearance certificate from the concerned/ authorized authority of the Licensor.

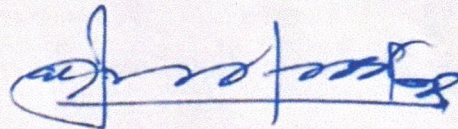
Term

60. Both the parties agrees that this agreement will be in force for a period of 11 months from 1st May 2025 and will be automatically expired on 30th March 2026 and can be renewed with or without modifications for a specific period in writing with the mutual consent after the expiry of this agreement.

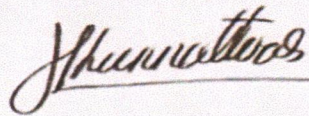
Both parties agree to the above terms and conditions.

In witness whereof both the parties have signed this agreement on 1st day of May, 2025.

Licensor: Fr. Julious Arakkal CMI
Director
Amala Cancer Hospital
Amala Nagar-680 555



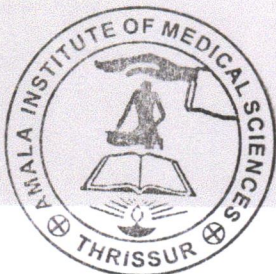
Licensee: Fr. Jimmy George
Executive Director
Naipunya Welfare Services
Angamaly South
Ernakulam-683573



Witnesses:

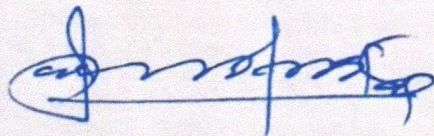
1. Mathachan P.V.
HR Manager Mathachan P.V.

2.



ANNEXURE - I
ACADEMIC DIVISION

HOUSE KEEPING SERVICE AT MEDICAL COLLEGE			
SERVICES	AREA	SCHEDULE/TYPE	METHOD
HOUSE KEEPING	Ground Floor : 1. All rooms including Anatomy & biochemistry HODs rooms, museum, demonstration rooms, lecture halls, toilets, dissection hall, mortuary, passages and store cases.	ROUTINE	Dusting, sweeping, moping (should ensure double bucket system)
	First Floor : Front area, reception, Administrative office, Fathers rooms, visiting room, cafeteria, college council hall, gents toilets, HODs and professors office (forensic medicine & physiology), two lecture halls, ladies room with toilet, museum, research, demonstration room, library, all passages & stair cases Autopsy (Near Mortuary)	ROUTINE	Dusting, sweeping, moping (should ensure double bucket system)
	Second Floor: All area including Pharmacology, pathology, community medicine, HODs & professors room, museum, research, lab, seminar room, common toilets, demonstration room, library, all passages & store cases	ROUTINE	Dusting, sweeping, moping (should ensure double bucket system)
	Third Floor: Microbiology HODs & professors rooms, seminar room, lab, common toilets, store, store case and passages, IT, examination hall.	ROUTINE	Dusting, sweeping, moping (should ensure double bucket system)
	Ground floor: Deep Scrubbing of all passages, store case washing, Door & window glasses, notice boards, Signage's, deep cleaning of all labs, Toilets and other areas as per the requirement	WEEKLY (In addition to Routine Works)	Scrubbing using machineries, dusting using vacuum cleaner, Cob web removal using telescopic Stick
	Covid Lab:- Sample receiving area, Micro bacteriology, Data Entry Room, Store Room, Master Mix Preparation PCR Room Etc.	ROUTINE	Dusting, sweeping, moping (should ensure three bucket system)




For Naipunnya Welfare Services

Munadath
Executive Director



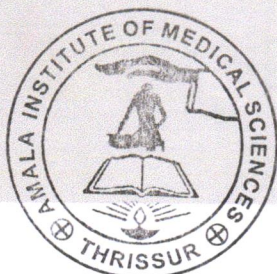
HOUSE KEEPING & ANIMAL FEEDING AT CANCER RESEARCH CENTER			
SERVICES	AREA	SCHEDULE/TYPE	METHOD
HOUSE KEEPING	Research centre (Ground & First floor) All rooms including Doctors room, office, staff room, labs, meeting hall, passages, stare cases, toilets and other areas if needed Vimala Hostel All passages, common toilets, two dormitories and other areas if required Rooms in 2 nd floor, Dormitory in 3 rd floor.	ROUTINE	Dusting, sweeping, moping (should ensure double bucket system)
HOUSE KEEPING	Ground floor: Deep Scrubbing of all passages, stare case washing, Door & window glasses, notice boards, Signage's, deep cleaning of all labs, Toilets and conference hall other areas as per the requirement	WEEKLY (In addition to Routine Works)	Scrubbing using machineries, dusting using vacuum cleaner, Cob web removal using telescopic stick
ANIMAL FEEDING	Animal death discarding, cage changing, sterilizing equipments, cleaning feeding bottles, cleaning racks & floor cleaning	ROUTINE	Dusting, sweeping, moping (should ensure three bucket system)

HOUSE KEEPING SERVICE AT HOSTELS			
SERVICES	AREA	SCHEDULE/TYPE	METHOD
HOUSE KEEPING	BSC Nursing College + Hostel Front Area, varandha, office rooms, library, praycr hall, class rooms, lab, stare case, lift Common toilets, dormitory, rooms with toilet GNM SCHOOL + SISTERS QUARTERS Passages, office, rooms, class rooms, toilets, mess, chapel, sisters quarters etc. BSC NURSING COLLEGE GNM SCHOOL Deep scrubbing of all passages stare case washing, door, window glasses, notice board etc.	ROUTINE	Dusting, sweeping, moping (Should ensure double bucket system) Scrubbing using machinery is dusting using vacuum cleaner, cob web removal using telescopic stick

For Naipunnya Welfare Services



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Executive Director



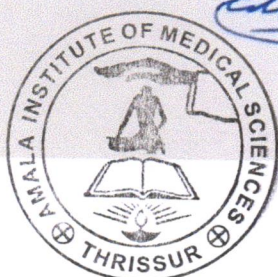
ANNEXURE - II
HOSPITAL DIVISION

HOUSE KEEPING SERVICE AT SH BLOCK			
SERVICES	AREA	SCHEDULE/TYPE	METHOD
HOUSE KEEPING	Basement Floor : Radiotherapy, Brachytherapy, Daycare chemotherapy room, passages, Demonstration room, common toilet etc	ROUTINE	Dusting, sweeping, moping (should ensure three bucket system)
	Ground Floor: All OP's, common toilet-2, Corridor, pharmacy, X-ray, patient waiting areas, Billing counter etc, procedure room etc.	ROUTINE	Dusting, sweeping, moping (should ensure three bucket system)
	First Floor : All OP's, Chemo therapy room, Common toilets Patient waiting area, PRE's room etc., Neuro physiology lab	ROUTINE Weekly (In addition to routine works)	Scrubbing and dusting using machineries, Cob web removal using telescopic pole
	Second Floor: Passage, Patient waiting area, common toilet & connection corridor [SH Block → Chavara Block], Staff dress changing areas	ROUTINE	Dusting, sweeping, moping (should ensure three bucket system)
	Third Floor: Nursing station [Ward-93], Patient waiting area, Patient rooms, Passages & MRD etc.	ROUTINE	Dusting, sweeping, moping (should ensure three bucket system)
	ONCO-ICU Nursing station Passages, Toilets, preparation area, Dress changing area, Resting area etc.	ROUTINE (Three times in day)	Weekly thorough cleaning, Monthly scrubbing (Three bucket system)
	BMT UNIT Nursing station, Rooms, pantry, preparation and recreation areas, store, dress changing room etc. Autologous transplant unit	ROUTINE (Four times in day)	Monthly Microscopic level cleaning
	Fourth Floor: Nursing station [Ward-94], male & female ward with toilets, passages and Patient rooms etc., Dept. of Respiratory medicine	ROUTINE Weekly & Monthly (In addition to routine works)	Scrubbing and dusting using machineries, Cob web removal using telescopic pole
	Fifth floor: Dermatology-all OP's, Common toilet, OT, Cosmatology, Pharmacy, Phototherapy etc.	ROUTINE Weekly (In addition to routine works)	Scrubbing and dusting using machineries, Cob web removal using telescopic pole
	Sixth floor: Nursing station, [Ward-96], Male & Female ward with toilets, patients rooms, Clinical research, Passages etc., Unit (CRU) Dept. of Medical oncology & Hematology	ROUTINE	Dusting, sweeping, moping (should ensure three bucket system)

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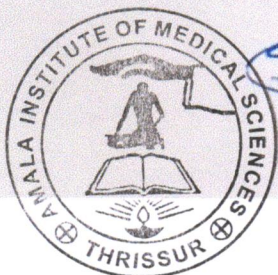
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Executive Director



GARDENING AT MEDICAL COLLEGE			
SERVICES	SCHEDULE/TYPE	NATURE OF WORK	AREA
GARDENING	PREPARATION OF GROUND/ AREA FOR PLANTING AND REPLANTING	Prepare the ground / area for planting and replanting using the equipments	Medical college Campus
GARDENING	WATERING PLANTS REGULARLY	Watering the plants and trees using water as and when required	Medical college Campus
GARDENING	APPLYING FERTILIZERS	Periodically apply fertilizers for the plants/ trees	Medical college Campus
GARDENING	APPLYING INSECTISIDES	Periodically apply insecticides on plants/ trees	Medical college Campus
GARDENING	CUTTING GRASS/LAWNS PLANTS	Periodically cut the grass and other plants/ trees according to the season including the total maintenance work of garden and removal/unplucking of unwanted weeds from lawns and garden.	Medical college Campus

HOUSE KEEPING SERVICE AT LIBRARY BLOCK			
SERVICES	AREA	SCHEDULE/TYPE	METHOD
HOUSE KEEPING	Basement Floor : 1 & 2 Central Library, Toilets, computer Lab, reading Area, Staff Room, HOD room etc. Reading Room- 2, Toilets, Stare case Ground Floor: MEU, Cafeteria,, Arthroscopy, Skill Lab, Class Rooms, Toilets, Stare case - 2 First Floor : Conference Hall-1, Conference Hall- 2, C.H-3, Toilets, Passage, Dinning Area -2. Second Floor: Paramedical Office Room, Principals Room, Staff room, Prayer Room, Classrooms- 6, Common Toilet, Passages Etc Third Floor:- Microbiology, Pathology, Biochemistry, Histopathology labs, Store room, Common Toilets, Stare Cases , Passages Fourth floor:- St.Joseph's hostel, dometry-5, Common toilet, Study rooms etc. Fifth floor:- Common toilets, washing area.	ROUTINE	Dusting, sweeping, moping (should ensure double bucket system)
	Basement,Ground floor, First Floor, Second Floor, Third Floor:- Deep Scrubbing of all passages, stare case washing , Door & window glasses, notice boards, Signage's, deep cleaning of all labs, Toilets and other areas as per the requirement	WEEKLY (In addition to Routine Works)	Scrubbing using machineries, dusting using vacuum cleaner, Cob web removal using telescopic Stick



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For Naipunnya Welfare Services

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Executive Director

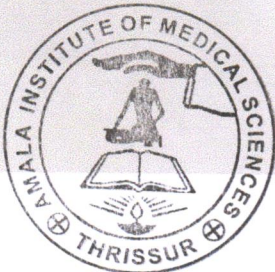
ANNEXURE - III
HOSTEL DIVISION

HOUSE KEEPING SERVICE AT HOSTELS			
SERVICES	AREA	SCHEDULE/TYPE	METHOD
HOUSE KEEPING	AMALA HOSTEL (4 Floors) Rooms with toilet Common room Passages, stare cases, washing area etc	ROUTINE	Dusting, sweeping, moping (Should ensure double bucket system)
	CHAVARA HOSTEL (4 Floor) Rooms without toilet (60 in number) Common toilet Common room Passages, stare cases, etc		
	DEVAMATHA (4 Floors) Rooms without toilet, room without toilets, common toilets, varandha, visitors rooms, wardens room, passages, stare cases, washing area.		
	DEVAMATHA ANNEX (8 Floor) Rooms with toilets, without toilets, common toilets, dormitory, passages, lift etc.		
	MATHA HOSTEL Rooms with toilet, prayer room, Recreation room, passages, washing area etc.		
	SANGEETHA HOSTEL Rooms with toilet (1 st , 2 nd , 3 rd Floor)		
	AYURVEDA HOSTEL Rooms with toilet (6 th , 7 th Floor)		
	HOSTELS (Staffs) a. House of Hope b. Fellow ship c. Alphonsa d. Mother Thresia e. Fathima Matha		

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Executive Director



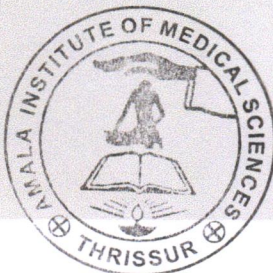
HOUSE KEEPING	BETHANY GRAM Waste removal, cleaning of corridors and premises Inside room cleaning weekly	ROUTINE	Dusting, sweeping, moping
	DOCTORS QUARTERS Through cleaning of doctors quarters	WEEKLY	
	AUDITORIUM (INSIDE) Through cleaning as and when required	AS AND WHEN REQUIRED	
	MRD ANNEX	TWICE IN A WEEK	
	GYMNESIUM	ROUTINE	
	RECREATION	TWICE IN A WEEK	
	PUBLIC TOILET	EVERY TWO HOURS	
	STADIUM	TWICE IN A WEEK	
	TOILET (NEAR TO INDOOR STADIUM)	WEEKLY & AS AND WHEN REQUIRED	
	VIP (Sangeetha) Ground Floor	ONCE IN A WEEK	
	VIP (OP CANTEEN) First Floor	ONCE IN A WEEK	
	SANTHWAANAM (2 FLOOR AND TERRACE and gardening)	TWICE IN A WEEK	
	AMALA BHAVAN (2 Floor) Visitors' room, dining room room with toilet, kitchen washing area, store case, chapel, recreation roof passages etc.	TWICE IN A WEEK	
	PG Hostel (Sisters quarters)	ONCE IN A WEEK	

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Executive Director



	Physiotherapy unit:- Reception, Passage, child development centre(CDC), Physiotherapy, PMR(Physical medicine and rehabilitation unit),store room, staff room, toilets etc	ROUTINE	Monthly through cleaning (Should ensure three bucket system)
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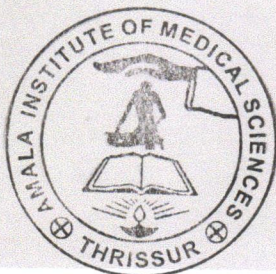
HOUSE KEEPING SERVICE AT AYURVEDA HOSPITAL			
SERVICE	AREA	SCHEDULE/TYPE	METHOD
HOUSE KEEPING	Ayurveda Hospital :- 5 floor Reception, Chapel, Ops, Pharmacy, Cafeteria, Offices, Conference Hall, Patients waiting area, Rooms, Treatment rooms, Veranda, Kitchens, Homeopathy, Library, Common toilets, passages and stare cases, lifts, store room, washing room, roof garden etc.	ROUTINE	Dusting, sweeping, moping (Should ensure three bucket system)
	Ayurveda Bhavan (2) Rooms, treatment rooms Hall, Varanda, kitchen etc. Staff hostel 8 th floor Class Room (Basement)		
	Deep scrubbing of all passages, stare case washing, door, window glasses, notice boards etc.	WEEKLY (In addition to routine works)	Scrubbing using machineries, dusting using vacuum cleaner, cob web removal using telescopic stick.

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For Naipunnya Welfare Services



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Executive Director



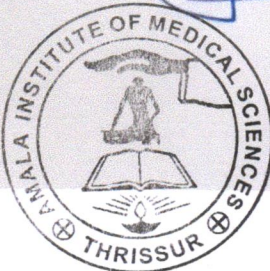
ANNEXURE IV

MATERIALS/ CONSUMABLES	
1	ROOF CLEANING STICK
2	ROOF CLEANING SPONGE
3	BOOT
4	MOP REFILL
5	SCRUBBING PAD
6	CHECK CLOTHS
7	MICROFIBER CLOTH
8	COTTON DUSTER
9	NITRILE GLOVE
10	GLOVES
11	SANIQUBE
12	MOP SET
13	LONG WIPER
14	COBWEB STICK
15	LONG SCRUBBER
16	SOFT BRUSH
17	TOILET BRUSH
18	SINK BRUSH
19	SOFT BROOM
20	DUST PAN
21	BUCKET
22	MUG
23	BOTTLES
24	HARD BROOM (PALM BROOM)
25	SPRAY BOTTLE
26	PENGUINE BOTTLE
27	SOFT HAND BRUSH
28	HAND SCRUBBER
29	HEAVY DUTY SCRUBBING PAD
30	STATIC DUSTER
31	HAND HARD BRUSH
32	LYSOFORMIN SPECIAL
33	EASY MOP PLATE
34	STEEL WOOL
35	SANIFRESH
36	MEASURING CUP
37	STAINLESS STEEL CLEANER
38	BOTTLE BRUSH
39	FLOOR SERAPPER

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For Naipunnya Welfare Services

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Executive Director

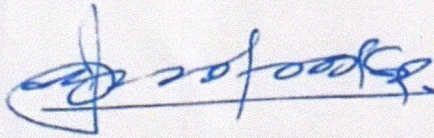


ANNEXURE V

EQUIPEMNTS / MACHINERY		Quantity
1	WET & DRY	1
2	SINGLE SCRUBBER	1
3	VACCUM	2
4	CAUTION BOARD	15
5	MOP TROLLEY	8
6	TELESCOPIC POLE	0
7	STEP LADER	2

REQUIREMENT

1. THREE BUCKET MOP TROLLEY - 10
2. TELESCOPIC POLE - 2
3. CAUTION BOARD - 10



For Naipunnya Welfare Services


Executive Director



Betsy

Dr. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL

AMALA INSTITUTE OF MEDICAL SCIENCES
AMALA NAGAR, THRISSUR-680 555

