



THE BRITISH SCHOOL  
New Delhi, India

To,

Date: 29<sup>th</sup> May 2017

Mr. Satinder Nath Girotra  
Senior General Manager  
Brady House, 1214  
Veer Nariman Road,  
Fort Mumbai -400001

Subject: Letter of intent for providing IFM Services to The British School – (TBS).

Dear Mr. Girotra,

Reference to your commercial proposal dated 16<sup>th</sup> March 2017 and final proposal submitted on 31<sup>st</sup> March 2017 and subsequent discussion held with your team to providing manpower for Housekeeping, Technical & Transportation services (IFMS) in TBS premises, address - Dr. Jose P. Rizal Marg, Chanakyapuri, New Delhi-110021.

We are pleased to inform that TBS has selected M/s Brady Services Pvt. Ltd. (BSPL) for providing manpower for IFM services with effect from: 1<sup>st</sup> July 2017 till 30<sup>th</sup> June 2018.

The continuity of this contract for the second year 2018-19 commencing July 1, 2018 will depend upon the satisfactory performance and services provided by BSPL during the initial year of this Contract. Therefore, extension of this contract for the second year will be done after analytical performance survey by TBS for the tenure of first year and final decision taken by TBS management.

1. Rates: As per revised quote submitted by you through e-mail on 31<sup>st</sup> March 2017. (Annexure -1)
2. Housekeeping consumable/items shall be provided by TBS.
3. Rates/cost will remain fixed/unchanged for complete contract period for Manpower & Machines.
4. Service tax @15% (at present) will be applicable on Transportation services, Technical services & Machine rental.
5. Any changes in govt. taxes, both the party will accept and follow revised notification.
6. Currently, based on notification no. 06/2014 dated 11<sup>th</sup> July 2014, issued by department of revenue, Govt. of India, the services provided to an educational institution, by way of housekeeping is not covered under service tax.
7. TBS will extend the contract with BSPL for the 2<sup>nd</sup> year i.e. 2018-19, with incremental factor @6% on existing contract value with consideration of up to 10% hike in minimum wages during the year 2018-19, where as all other contractual terms & conditions will remain unchanged/unaltered.

Detailed contract will be signed after acceptance of this letter of intent by BSPL. You are requested to kindly acknowledge in acceptance of this letter of intent.

For – The British School Society

(Authorised Signatory)  
Name: N Sethurama  
Chief Operation Manager

Accredited by the Council of International Schools  
India  
IB World School  
26112363

For –Brady Services Pvt. Ltd.

(Authorized Signatory)  
Name: Satinder Nath Girotra  
Designation: Sr. General Manager

Dr Jose P Rizal Marg, Chanakyapuri, New Delhi- 110 021,

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The British School is the operating name of The British School Society