

## **Salient Features of the IPSAA-IIIT Agreement**

1. The service availing parents whether employees of the Receiver or otherwise shall make quarterly advance payment in accordance with the Fee Structure.
2. In line with mutual agreement, a minimum 12% annual increase escalation on the current prices would be applicable post every 12 months
3. The contract is for a period of **3 years** from the date of commencement of contract i.e. 1st Apr 2021. The Receiver and The Service Provider both will have discretion for extending it further subject to mutual satisfaction.
4. The monthly fees of the children will include Day-care service for children between the ages 6 months to 6 years, between 8 am to 4 pm or 9 am to 5 pm or 10 am to 6 pm from Monday to Sunday.
5. The Centre will follow holidays as per the holiday list of The Receiver.
6. All interested service availing parents shall execute separate consent forms and applications as shall be mandated by the Service provider and shall also be bound by the General Terms (House-Rules | Parent Manual)
7. Entry of staff / employees of Receiver (whose child is availing the day care facility) to the Centre is restricted to 2 (Two) times a day except for Nursing mothers who may visit their children 4 (Four) times a day as per the prevailing Maternity Act 2017.
8. This Agreement may terminate upon breach of the obligations of the Agreement by either Party failure to cure such breach within thirty (30) days of receipt of written notice of such breach by the non-breaching Party to the breaching Party.
9. The service provider shall at their own expense comply with or cause to be complied with model Rules of Labour welfare or rules framed by appropriate government from time to time for the protection of health of employees/staff/ workers deployed by them at the Creche cum Day Care Centre. Support staff shall wear proper uniform/dress as may be in force in service provider organization and shall follow all the rules and regulation and safe practices as mentioned by the service provider in their Proposal so as to protect the children from any contagious/communicable disease etc and for safety and health of the children.

### **Scope of Work**

1. Minimum entry age for children will be 4 months and maximum age would be 6 years to avail benefits as articulated above and also as defined by the Receiver.

2. The timings agreed for our center will be 8 am to 6 pm Mon to Fri. Every Ipsaa staff would be entitled 2 weekly offs and would work on rotational off basis. Meals would be provided by respective parents or at an additional charge by Ipsaa as defined in Annexure 2.
3. Ipsaa generally follows a manpower ratio of 1:5 for children (below 5 years) and 1:10 for children above 5 years.
4. Ipsaa shall maintain two registers: (i) One for the kids who have been registered and availing the crèche facility along with the Parent Details and (ii) Other for the staff deployed by Ipsaa in the Day Care & Crèche. The register will be formatted in such a way that all details in respect of the individual are available at a glance. The register shall be available to company officials as and when demanded.
5. Medical Emergencies

If an emergency or illness occurs, following procedure shall be followed as soon as possible:

- a) The Receiver of the services has in house doctor, while the doctor is in the premises of the receiver, the nannies will be responsible to take the child to the doctor. (The doctor is available on all working days from 11 am to 1 pm)
- b) For other times, the receiver along with the parent will be contacted.

## FEE STRUCTURE FOR FY 2021-22

Program	Full Daycare (8-9 hrs) Monthly Fee (INR)	Half Daycare (4-5 hrs) Monthly Fee (INR)	One Time Registration Charges (INR)	Annual Charges (INR)	Monthly Curriculum   Welcome Kit   Stationary (INR)	Refundable Security Fee (INR)
Day Care Operational Hours: Mon to Fri (8 am to 6 pm)	7,500	6,000	100% Waived	12,000	100% Waived	One Month Fee

Note: Late pick-up charges beyond the subscribed usage during the hours of center operation would be Rs 500 per day. However, in the event of over usage beyond the center timings penalty charges applicable would be charged @ Rs 1500 per child per incident.

### Cost borne by the corporate (IIIT)

- o One time - Capex Cost
- o Rent Free Premises of 1000 sq mt on Ground Floor along with open lawn area with swings for outdoor activities.
- o Utilities (Telephone, water, electricity)
- o Property related taxes (if any)

### Assumptions:

- o 4 months to 12 years
- o Ipsaa would observe an optimal Adult-Child ratio and would have the right to amend this ratio depending on the actual business requirements. On a peak capacity of 15 children, the maximum staff would be 3 including mentor as well as support staff.
- o Staff recruitment, deployment, discipline, salaries would be all part of Ipsaa's scope of work.
- o Meals for the children to be provided by the respective parents at IIIT. If onsite induction cooking is permitted to Ipsaa then same can be offered as an optional component @ INR 2500 per child per month basis. Since Ipsaa believes in the principle of uniformity and standardisation, therefore onsite meal facility would be either provided to all or to none.
- o IIIT shall provide onsite daily housekeeping as well as security services.
- o Billing would be done directly with the employees on quarterly advance payment basis.
- o Above fee structure would remain fixed for 1 years (12 months) same as the duration of the contract between Ipsaa Day-Care and IIIT. Annual Escalation would be done on mutual agreement basis.
- o Above fee structure is exclusive of the additional 18% GST as applicable.