

**TENDER DOCUMENT FOR FIRE SERVICES OPERATION FOR BALCO.**

**TENDER NO: BALCO/ FIRE SERVICES**

To,

**Head Commercial**  
**Bharat Aluminum Company Ltd.**

Commercial Office  
Admin Building, 1<sup>st</sup> Floor  
BALCO NAGAR

**KORBA – 495684**

Chhattisgarh State  
India

[Tender.korba@vedanta.co.in](mailto:Tender.korba@vedanta.co.in)

# INDEX

Attached herewith is our Tender Document for Fire Services operation for Balco.

- 1. Instruction to the Bidder.**
- 2. Offer letter.**
- 3. Scope of Work.**

We are looking forward to an extended relationship and are open to negotiate long term contracts if that is mutually beneficial.

Please note that completion of the response, in terms of the Formats to be filled and data to be furnished, will be one of the criteria for evaluation of the vendors.

We will be happy to assist you with the process. Feel free to reach out to any of the people listed below.

## 1) INSTRUCTION OF BIDDERS

**Vedanta Resources plc** (“Vedanta”) is a LSE listed FTSE 100 Company with a market cap including that of its listed subsidiaries of about \$ 50 billion. We operate across the following core business sectors: Zinc-Lead-Silver, Copper, Aluminum, Iron Ore and Energy, with operation located in geographies spanning India, Australia, UAE, Zambia, South Africa, Namibia and Ireland. Over the past 5 years the group has displayed exemplary appetite for

organic and inorganic growth-with an industry leading organic growth program of \$ 20 billion nearing completion.

**Bharat Aluminium Company Limited (BALCO)**, a Member of Vedanta India is a fully integrated Aluminium producer with an installed capacity of 245 ktpa aluminium and 810 MW of power. We are currently implementing expansion projects, which includes a 650 ktpa capacity Aluminium smelter (1st phase 3.25 ktpa) and 1200 MW Power Plant. With the completion of these projects, BALCO will have a total installed metal capacity of 1 mtpa and 2010 MW of power. Our metal business currently produces 75 ktpa rolled products & 200 ktpa wire rods & with completion of 1st phase metal expansion, rolled products & wire rods capacity shall increase to 80 ktpa & 500 ktpa respectively. Our businesses also include a coal mines and operating Bauxite mines.

**What BALCO is looking forward with this contract:**

- High Level of Service quality.
- 100% adherence to all the deliverables.
- Zero accidents environment.
- 100% reporting of all the near miss incidents and corrective measures for all to ensure no accident due to the unsafe conditions.
- Increased availability of all the equipments and the total system to ensure better efficiency and higher levels of productivity.
- Ensuring higher productivity per man hour by introducing better Operating Procedures.
- Introduction of innovative ideas which can save in terms of time or money.

***Information / Credential of Service Providers / Bidder***

The following information is Compulsory and should be furnished completed in all aspects along with your offer.

- I. Brief history of organization, along with organization chart, mentioning the Name, Designation & Tel. Nos of the contact persons in your company holding all key positions.

- II. Client list, with copies Contracts of your Top 5 clients.
- III. Banker's name and your Company's annual audited report / Balance Sheet for last 3 years.
- IV. The details of Machinery and Equipment available with you which are in working condition are to be furnished.
- V. If the space provided in the registration form is not sufficient, please attach separate
- VI. Sheets and give Annexure reference number on the attached sheet.
- VII. Registration Details
- VIII. Registration No. and date (Kindly attach a photocopy of registration certificate)
- IX. Membership to any body
- X. Any other Statutory Registration.
- XI. Registration details with taxation authorities:
  - a. Permanent Income Tax A/c No.
  - b. Service tax Registration
- XII. For any new agency participating first time in BALCO tendering, must register their company as new service vendor on our SRM Portal at [www.balcoindia.com/vendorzone](http://www.balcoindia.com/vendorzone)

## **2) FORMAT FOR OFFER LETTER**

Head Commercial  
Bharat Aluminum Company Ltd.  
Commercial Office  
Admin Building  
BALCO NAGAR  
Korba – 495684

Offer reference N.: /.....dt. **2019:**

Sir,

1. We hereby undertake to perform the scope of work as defined in the condition of Bharat Aluminum Co. Ltd., Tender Ref no:....., dated.....2015 at the prices and within the period stated in the attached schedules & in conformity with all the conditions is included therein.
2. This offer is valid for a minimum period of 90 days.
3. We agree that any Contract placed as result of this offer will be in accordance with the terms & conditions in the said offer. We declare that any other terms or conditions of the contract or any general reservations which may be printed on any correspondence of documents emanating from us in connection with tender shall not form part of any resulting contract unless specifically agreed to by BALCO and included in this contract.
4. We also enclose herewith the following documents:
  - A. Schedule of compliance with
    1. Acceptance of contract conditions.
    2. Schedule of prices (Price Formats to be completed)
    3. The offer should contain all the details like Service Tax Reg. No. etc.
  - B. Documents required by BALCO as mentioned in “**Instructions to Bidders**”.

M/s (Name and Address of the Company)

Signature of the authorized Signatories

### **3) SCOPE OF WORK :**

## **Duties of Fire Staff**

### **1. DUTIES OF FIRE OFFICER -**

- To ensure all rules and orders are laid down from time to time and strictly followed by the staff. Discipline and efficiency of fire service is properly maintained.
- He shall be in charge of the shift and the appliances placed under him of his duty.
- He shall take detailed inspection of the fire hazard inside the plant & make suitable arrangement to reduce the fire risk.
- He shall ensure prompt repair of any defect of fire appliances and equipments and periodical test of the appliances and accessories and complete record to this effect.
- He shall responsible for the upkeep of all appliances equipment and general cleanliness of fire premises and surrounding areas.
- He shall submit all periodical statement and return to the officer in time in time.
- He shall conduct parade and drills of the men working under him.
- He shall acquaint himself and the members of the crew with the topography of the Plant especially about the types of risk and water supply available.
- He shall ensure prompt attendance and surprise turnout of fire service personnel even at odd hours, periodically.
- He shall always keep himself and his crew alert to attend all fire / rescue calls in the shortest possible time.
- He shall undertake such other duties as may be ordered by Executive-Balco Fire Services
- He shall obey all the orders issued by his superior officers from time to time.

### **2. DUTIES OF SENIOR LEADING FIREMEN / LEADING FIREMEN -**

- He shall report for duty in time & will be properly dressed and in best turnout.
- He shall participate all drills, parades and training program.
- He shall assist the keeping the station premises and drill yard, hose towers, racks, surrounding area, appliances etc. Neat and clean by washing them when necessary.

- He shall assist in carrying out maintenance and repair job of fire extinguishers, appliances and fire prevention duties.
- He shall check appliances and accessories on taking over charge and assist drivers / operators.
- He shall keep himself acquainted with the topography of the undertaking specially the fire risk, water supply arrangement and so on.
- He shall always keep himself alert and ready for immediate turn out to fire rescue calls. He shall remember the task allotted to him as a member of fire crew and automatically perform them on turnout.
- He shall perform all other duties as a member of fire crew, he shall perform all other duties as sentry duties, control room attendant, dispatch messenger first aid fire prevention work etc.
- He shall carry fire extinguishers, hosepipes, equipments for the replacement, repairs to carry tools, spare parts for maintenance job.
- He shall keep himself acquainted with the topography of the undertaking.
- He shall obey all orders of the superior and hold himself in readiness to carry out duties assigned to him smartly and efficiently.

### **3. DUTIES OF SENIOR FIRE OPERATOR / DRIVER CUM PUMP OPERATOR -**

- Must be in position of a valid heavy vehicle driving license and make him competent to drive the vehicle and operate pumps used by the fire service.
- To maintain his vehicles and pumps in scrupulously condition and in proper working order.
- To check each item noted in the inventory cards carried with the pumps and vehicles. He will start the sirens, test the vacuum, check the lights, oil water and petrol level and report the defects and deficiencies, if any, immediately to the Shift In charge of the fire station.
- To attend all fire drills, parade and training etc.
- To be thoroughly conversant with the topography of the places particularly, with regards to roads, water source, important fire hazards involving special risk etc.
- To see all equipments, fire station and premises are kept in clean and tidy condition.

- To undertake running repairs of the vehicles and pumps efficiently and immediately without loss of time.
- To obey implicitly all orders of his superiors and hold himself in readiness to carry out all duties assigned to him by his superiors smartly and efficiently.
- To maintain properly the records relating to distance traveled by the vehicles, hours of pumping, consumption of petrol and oil and obtain signature of the officer / staff using motor vehicle in the log book immediately after use indicating the nature of duty for the use of vehicle.
- To report for duty properly dressed and in best turn out.

#### 4. DUTIES OF FIRE OPERATOR

- He shall report for duty in time & will be properly dressed and in best turnout.
- He shall participate all drills, parades and training program.
- He shall perform for better house keeping of the station premises, drill yard, racks,  
surrounding area, appliances etc by washing and cleaning.
- He shall perform in carrying out maintenance and repair job of fire extinguishers, appliances and fire prevention duties.
- He shall check appliances and accessories on taking over charge and assist drivers / operators.
- He shall keep himself acquainted with the topography of the undertaking specially the fire risk, water supply arrangement and so on.
- He shall always keep himself alert and ready for immediate turn out to fire rescue calls. He shall remember the task allotted to him as a member of fire crew and automatically perform them on turnout.
- He shall perform all other duties as a member of fire crew; he shall perform all other duties as sentry duties, control room attendant, dispatch messenger first aid fire prevention work etc.
- He shall carry fire extinguishers, hosepipes, equipments for the replacement, repairs to carry tools, spare parts for maintenance job.
- He shall obey all orders of the superior and hold himself in readiness to carry out duties assigned to him smartly and efficiently.



- Security of all properties, fixtures, fittings and other effects, both in the fire station premises and the surrounding areas.
- Checking of all persons or vehicles etc., while entering or leaving the fire station premises. No unauthorized person shall be permitted without obtaining permission from Station Officer / Fire Officer on duty.
- Always ensure that parking of vehicles or storage of any other material does not block approach roads or main exits of the fire appliances and crew.
- Keep him always alert and observant. On seeing any fire or receipt of a message he shall immediately raise alarm and warn the control room and the crew on duty.
- Assist in the turn out of extra appliances, equipments and other accessories when required.

## 5. DUTIES OF MECHANIC CUM SENIOR FIRE OPERATOR -

- Must be in position of a valid heavy vehicle driving license and make him competent to drive the vehicle and operate pumps used by the fire service.
- To maintain his vehicles and pumps in scrupulously condition and in proper working order.
- To check each item noted in the inventory cards carried with the pumps and vehicles. He will start the sirens, test the vacuum, check the lights, oil water and petrol level and report the defects and deficiencies, if any, immediately to the Shift In charge of the fire station.
- To attend all fire drills, parade and training etc.
- To be thoroughly conversant with the topography of the places particularly, with regards to roads, water source, important fire hazards involving special risk etc.
- To see all equipments, fire station and premises are kept in clean and tidy condition.
- To undertake running repairs of the vehicles and pumps efficiently and immediately without loss of time.
- To obey implicitly all orders of his superiors and hold himself in readiness to carry out all duties assigned to him by his superiors smartly and efficiently.
- To maintain properly the records relating to distance traveled by the vehicles, hours of pumping, consumption of petrol and oil and obtain signature of the officer

/ staff using motor vehicle in the log book immediately after use indicating the nature of duty for the use of vehicle.

- To report for duty properly dressed and in best turn out.
- To maintain the healthiness of all the fire tender of Balco
- To maintained the firefighting equipment in healthy condition

### **Scope - Outsourced Fire Staff / Contractor Control Mechanism**

#### **Important Notes to be incorporate in Work Order of Outsourced Fire Personnel**

1. The duties of Fire Officer (Station Officer / Station In charge), Sr. Leading Firemen, Leading Firemen, Sr. Fire Operator and Fire Operator are lined with Annexure –“11-E” of SFAC.
2. The contractor is liable to communicate all duties as per SAFC to their Fire Staff.
3. The scope of works includes attend all types of Fire Call in Operation & Projects of Balco (Alumina, Smelter, Fabrication, Cast House, Central Garage, Central workshop, Both mines (Kawardha & Mainpat) Pot room, CPP-270 MW, CPP-540 MW, Carbon, 1200MW, Coal Block, all service buildings and infrastructure including Township, Hospital nearby Industries, near villages and in, around & outside district when required by Balco administration and District Authority.
4. The duty of fire personnel's has been controlled by main fire station.
5. Whenever required fire personnel shall perform their duty in Main Fire Station-Plant-1, CPP-1 Sub Fire Station respectively.
6. Fire personnel's of shall perform their duty in Air Strip, VIP Duty, Stand-by duty, Hot Jobs, Election Duty, Cultural duty, arson duty, disaster control duty etc. whenever required.
7. Whenever required fire personnel of shall perform their duty in central garage for Preventive maintenance, shut down, breakdown of fire tender and firefighting equipment as per instruction given from main fire station.
8. For air strip duty, VIP duty, outside firecall, fire personnel must obey the order from Main Fire Station.
9. Fire drill (as per Fire Drill Manual – National Fire Service College, Nagpur) must be performed by Fire Personnel.

10. Fire service is declared as “**Essential Services**” as per Standing Fire Advisory Committee (SFAC). Hence it should not be a part of trade union activities.
11. For improvement of fire service activity of across Balco and maintaining standards of improving quality job and activity at fire station, fire personnel’s should immediately follow the order given by Main Fire Station.
12. In case of emergency fire personnel’s must come off the duty, in that case extra duty / over time will be considered.
13. In case of change in duty / shift / reporting area, Fire Personnel’s must be available. Any communication of duty change will be given 8 hours prior to existing duty.
14. Fire Personnel’s must wear the PPE’s provided to them.
15. Uniformity in the fire service shall be maintained by the Fire Personnel’s. Colour full dress, jersey, sport shoe will not acceptable. They should wear the uniform given by the contractor. Contractor is free to provide the uniform as per their convenience, but uniformity amongst their staff should be maintained.
16. A logo & written “**(Contractor Name) Fire Service**” shall be displayed (with bold capital letters) on front & back side both to easily identify the fire personnel’s.
17. Batch on cap & shoulder title should be provided by contractor like (Contractor initial FS).
18. If the fire personnel’s are found to violating uniform dress codes on duty will be not considered as ON Duty.
19. The fire personnel’s shall not leave their station unless their reliever will not report to the duty.
20. The fire personnel’s of both sub fire station shall perform the Operation & Maintenance of First Aid and fixed fire fighting installation, like Fire Extinguishers (including loading & unloading of co2 gas cylinders of all co2 flooding system of Balco, loading & unloading of Fire Fighting chemicals from store and other area) , Fire Hydrants, Fixed Fire Fighting System and any Fire Fighting Equipment in & across Balco Operation & Projects of Balco (Alumina, Smelter-1, Fabrication, Central Garage, Central workshop, Both mines (Kawardha & Mainpat) Smelter-2, CPP-270 MW, CPP-540 MW, Smelter-3, 1200MW, Coal Block, all service buildings and infrastructure including Township, Hospital, nearby Industries, other areas when required etc.

21. The fire personnel's shall not leave their place without intimating of their senior officer and if required main fire station too. They should given the written context in this regard.
22. The fire personnel's may be the part of any training, workshop etc. without fail (if called by main fire station).
23. In case of any damage to the property of fire station, firefighting systems, fire equipment, fire tenders the fire personnel's are liable and in case of repetitive incident the contractor shall take disciplinary action amongst the fire personnel's or entire fire staff.
24. In case of any missing equipment of fire station, firefighting systems, fire equipment, fire tenders the fire personnel's are liable and in case of repetitive incident the contractor shall take disciplinary action amongst the fire personnel's or entire fire staff. The amount will be recovered by the contractor running bill.
25. The fire personnel's shall liable to maintained proper documentation / check list for fire extinguishers, fire station, firefighting systems, fire equipment, fire tenders and other equipment as per SOP or instruction given from main fire station.
26. The fire personnel's shall obey the order of senior Balco official.
27. The fire personnel's shall maintain good working & safe environment, and good housekeeping inside the fire station of industrial premises.
28. The accommodation to fire staff will not be in the scope of Balco.
29. The contractors should provide the training to improve the skill and knowledge of their employee (At least 4 per Year)
30. All fire staff should follow the safety rules of Balco.

<b>QUALIFICATION &amp; SKILL OF FIRE PERSONNEL - OUTSOURCED FIRE STAFF</b>
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S.No	Post	Age (Min .)	Basic Qualification	Technical Qualification	Driving Skill	Experience	Data Required
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1	Fire Officer	35 Year	GRADUATE	<p>1. B.E (Fire) OR</p> <p>2. Graduate Examination from Institution of Fire Engineers (Grade-I) - Department of Home Ministry Government of India OR</p> <p>3. Station officer course from NFSC</p>	Heavy Vehicle Licence	<p>Minimum 9 Years experience of in Fire Department of reputed industry with minimum 3 year experience as a Supervisor</p> <p>Preference to be given if minimum 1 year works in any Petroleum, Fertilizer, Power Plant and Metal Industries</p>	All Academic Qualification and Technical Qualification proof, Mark Sheet and Experience Certificate from previous employer should be required
2	Senior Leading Firemen	30 Year	HSE PASSED	<p>1. Sub officer course from NFSC</p> <p>2. 1 Year Diploma course from a recognized institute equivalent to station officer course.</p>	Heavy Vehicle Licence	<p>Minimum 5 years experience of Leading Fireman in Fire Department of reputed industry</p>	All Academic Qualification and Technical Qualification proof, Mark Sheet and Experience Certificate from previous employer should be required
3	Leading Firemen	27 Year	HSE PASSED	<p>1. Sub officer course from NFSC</p> <p>2. 1 Year Diploma course from a recognized institute equivalent to station officer course.</p>	Heavy Vehicle Licence	<p>Minimum 4 years experience of Leading Fireman in Fire Department of reputed industry</p>	All Academic Qualification and Technical Qualification proof, Mark Sheet and Experience Certificate from previous employer should be required
4	Senior Fire Operator	25 Year	SSE PASSED	<p>1. 6 months Fireman course from a recognized institute</p>	Heavy Vehicle Licence	<p>Minimum 3 years experience of Fireman and Driver Cum Pump Operator in Fire Department of reputed industry</p>	All Academic Qualification and Technical Qualification proof, Mark Sheet and Experience Certificate from previous employer should be required

5	Fire Operator	23 Year	SSE PASSED	1. 6 months Fireman course from a recognized institute	Heavy Vehicle Licence	Minimum 1 years experience of Fireman in Fire Department of reputed industry	All Academic Qualification and Technical Qualification proof, Mark Sheet and Experience Certificate from previous employer should be required
6	Mechanic cum Sr. FO	30 Year	SSE PASSED	1. 6 months Fireman course from a recognized institute	Heavy Vehicle Licence	Minimum 1 years experience of Fireman in Fire Department of reputed industry and also having the experience of Vehicle Maintenance	All Academic Qualification and Technical Qualification proof, Mark Sheet and Experience Certificate from previous employer should be required

Uniform Items			
Item	Quantity	Frequency	Remark
Uniform Shirt & Pant / Dangri	2 Pairs	1 Year	Colour of Uniform / Dangri should be as per vendor
Reflective Jacket	2 Pairs	1 Year	
Shoulder Batch	1 Pair	3 Year	
Whistle Steel	1 No	1 Year	
Lanyard	2 Nos	1 Year	
Leather Black Belt with Batch	1 No	3 Year	
Barret Cap with Batch	2 Nos	1 Year	
Raincoat	2 Nos.	3 Year	
Sweater / Jearsy	2 Nos.	3 Year	of uniform Colour only
Gumboot	1 No.	1 Year	
Safety Items			
Helmet	1 No	3 Year	FRP Fireman Helmet make - Concord On replacement Basis
Hand Gloves	6 Nos	1 Year	Nitrile with hand hfitting Handglove
Ear Plugs	24 Nos.	1 Year	
Nose Mask	24 Nos.	1 Year	Nose Mask, Venus or 3M Make
Goggles	2 Nos.	1 Year	
Safety Shoes	2 Nos.	1 Year	Only Approved make by Balco

Note -

1. The vendor should be provided quality products and take approval from EIC
2. The helmet should be only Concord Make - golden yellow colour with neck guard
3. The vendor should be liable to provide PPE's against any damage of PPE's of Fire Personnel.
4. The Vendor shall maintain the record of Material Issue and 1 signed copy of material issue to fire personnel should be provided along with the monthly bill
5. The vendor should provide the stitching charges also during uniform issue.
6. The Name of Vendore should be in uniform

## **1. PAYMENT TERMS AND TAXES**

**1.1** The following terms of payment will be applicable for service part of this Agreement.

- a) 100% amount shall be paid against monthly RA bill duly certified by Owner's EIC.
- b) Service Provider shall ensure that actual payment given to the security person latest by 7th of every month and shall produce evidence of payment of wages paid through bank, along with PF, ESI payment evidence through Labour Payment Certificate by BALCO's HR Department (HR Clearance) along with the monthly bills to Security Department latest by 10th of the said month,
- c) Monthly RA bills must be given within 10th of every month, if delayed then any issue related labor payment or bill approval is the sole responsibility of Service Provider
- d) The amount deducted against security shall be released to Service Provider after final settlement on yearly basis.
- e) The Service Provider shall get the invoice duly certified by BALCO in-charge and head of the concerned department about satisfactory completion of the work. Service Provider shall also submit NOC from BALCO's HR dept. along with each invoice. Payment will be made within 30 days from the date of bill submission.
- f) BALCO shall without any prejudice to other rights be at liberty to deduct from the service charges any amount/damages/penalties due on Service Provider. The payment of service charges or any other fees, charges or dues shall be subject to deduction of taxes / levies as applicable including income tax deduction at source.

## **3.2 Security Deposit will be 5% of the contract value.**

- a) This amount shall be calculated on yearly contract value and the same will be either deducted or a Security Deposit Bank Guarantee [Hereinafter referred to as SDBG] will be submitted.
- b) From Second Year onwards Amount /Bank Guarantee [Hereinafter referred to as BG] will increase by additional amount to match the Revised Annual Contract Value for subsequent years of contract tenure.
- c) Final Amount/BG shall be released on final settlement on certification of CSO on yearly basis.

Or Service Provider can deposit a SDBG in BALCO's standard Format of 10 % of the Annual Contract value valid till closure of the contract plus a claim period of 3 months. In that case there will be no deductions from the RA bills with respect to 15% of gross wages payable to labour and no security deposit deduction of 5%.

**Mandatory HR formalities:**

The Service Provider shall ensure that all the following formalities are complied with as a condition precedent to the execution of work under this Agreement.

1. Labour licence required.
2. Gate passes to be prepared for all the manpower to be engaged
3. Police Verification required.
4. Service Provider/Firm should have own PF Registration Certificate and ESI Registration Certificate.
5. No Private Vehicle is allowed for commercial purpose.

In addition to the above mentioned conditions, the Service Provider shall also comply with all the relevant rules specified by the HR Department and Safety Department at BALCO from time to time.

**4) PERIOD OF CONTRACT:**

1. Contract Duration: 1 Year.

However, BALCO reserve the right to extend the contract beyond the period or short close the contract without giving any reason thereof.

**SCHEDULE I STANDARD TERMS AND CONDITIONS**

**1. DEFINITIONS**

1.1. In the Agreement, the following words and expressions shall, unless the context otherwise requires, have the following meanings:

“**Affiliate**” shall mean with respect to any person, any other person that, directly or indirectly, controls, is controlled by or is under common control of such specified person. For the purposes of this definition, “control” means the direct or indirect beneficial ownership of more than fifty percent (50%) of the issued share capital, stock or other participating interest or the legal power to direct or cause the direction of the general management of the company, partnership or other person in question, and “controlled” shall be construed accordingly;

“**Agreement**” shall mean the Agreement between the Company and the Service Provider to which this Schedule is attached. “**Fees**” shall mean the prices and/or rates payable by the Company in respect of the Services and/or as specified in the relevant Purchase Order.



**“Purchase Order”** shall mean the document recording the specific Services to be carried out under this Agreement, from time to time.

1.2. Unless otherwise stated, any and all references in the Agreement to Clauses are references to the Clauses of the Agreement. 1.3. The headings in the Agreement are used for convenience only and shall not govern or affect the interpretation of the Agreement.

1.4. Words denoting the singular shall include the plural and vice versa, where the context requires.

1.5. Except as expressly identified, any reference to statute, statutory provision or statutory instrument shall include any re-enactment or amendment thereof for the time being in force.

1.6. Unless expressly stated otherwise, all references to days, weeks, months and years shall mean calendar days, weeks, months and years.

2.1. The terms and conditions of the Agreement shall apply from the Effective Date and shall remain valid for the Term unless this Agreement is terminated earlier by the Company in accordance with Clause 10 below (Standard Terms and Conditions).

2.2. Subject to the provisions of this Agreement, the Parties agree that upon request of the Company in terms hereof, the Service Provider shall perform the Services at such locations and for such periods as may be agreed with the Company.

2.3. From time to time, the Company may issue a Purchase Order to the Service Provider. In such case, the terms and conditions of this Agreement shall apply to each such Purchase Order as if repeated in total.

2.4. The Service Provider shall commence the Services on the scheduled commencement date stated under this Agreement or in the relevant Purchase Order and shall continue such Services for the Term or the duration of the Purchase Order as applicable unless terminated earlier in accordance with terms and conditions hereunder. Each Purchase Order is subject to agreement on a case by case basis.

3.1. The Service Provider shall perform the Services with all due skill, care and diligence in a safe, competent and timely manner and in accordance with the requirements of the Agreement and/or the relevant Purchase Order. If Company notifies the Service Provider of any defect in the performance of the Services, the Service Provider shall rectify such defect at its own expense.

3.2. Except to the extent that it may be legally or physically impossible, the Service Provider shall comply with the Company's instructions and directions in all matters relating to the Services consistent with the provisions hereunder.

3.3. The Service Provider shall agree with the Company in the relevant Purchase Order from time to time as regards the personnel who will perform the Services and shall:

## **2. SCOPE OF CONTRACT**

### **3. SERVICES**

(a) only provide such personnel who possess appropriate experience, skills and qualifications necessary for the Services to be performed in accordance with this Agreement;

(b) not remove or replace such personnel without the prior written consent of the Company (not to be unreasonably withheld); and

(c) nominate a senior manager or director of the Service Provider to have overall responsibility for the provision of the Services in terms stated under this Agreement and/or the relevant Purchase Order, which person shall attend any meetings with the Company on reasonable prior notice. 3.4. The Company shall be entitled to request the Service Provider to replace any of its personnel providing the Services, where in the Company's reasonable opinion such person is incapable and or unsuitable for performing the Services required by this Agreement. The Service Provider shall promptly replace such person at no additional cost to the Company.

3.5. Without prejudice to any other rights of the Company under the Agreement or at law, if the Service Provider fails to perform the Services in accordance with the provisions of this Agreement, the Company may use alternative means to perform the Services and the Service Provider shall be liable for any additional cost incurred by the Company in using such alternate means.

3.6. The Service Provider hereby represents and warrants that it has all corporate authorisations and all other approvals, statutory, regulatory or other consents, licenses, waivers or exemptions required to enter into and perform its obligations under the Contract and is not restrained, enjoined or otherwise prohibited or made illegal by any applicable law, from executing and performing this Contract.

4.1. The Company shall pay for the Services performed in accordance with the prices as per Attachment 2 to Schedule I and/or rates specified in the relevant Purchase Order.

4.2. In case of contingency assignments, the agreed fees for such onetime Services shall be payable on completion of the relevant assignment as per the terms agreed under this Agreement and/or the relevant Purchase Order.

5.1. The Service Provider shall, and the Service Provider shall ensure that its employees and representatives shall, in performing its obligations under this Agreement, comply in all respects with all relevant laws, statutes, regulations and orders for the time being in force.

5.2. Where any of the Service Provider's employees or representatives is present at any of the Company's premises for the purposes of this Agreement, the Service Provider shall at all times remain responsible for the conduct and safety of such employee or representative.

5.3. The Service Provider shall not, in performing its obligations under this Agreement, hold itself out or permit any person to hold it out as being authorised to bind the Company in any way and will not commit any act which might reasonably create the impression that it is so authorised.

5.4. The Service Provider shall ensure that it has in place and maintains in place for the duration of this Agreement sufficient insurance to comply with all applicable laws and to cover its potential liabilities under this Agreement and shall provide evidence of such insurances to the Company on request. The Service Provider undertakes that such insurances shall contain waivers of any rights of recourse including, in particular, subrogation rights against the Company arising out of or in connection with the performance of this Contract to the extent of liabilities assumed by the Service Provider hereunder;

5.5. Notwithstanding the provision of the information by the Company, the Service Provider shall be deemed to have satisfied itself in respect of all relevant matters pertaining to the Services, including, but not limited to, the Scope of Work, the nature of the Services, access to the site, local facilities, climatic, sea, other water and weather conditions, working hygiene and working

environment conditions and/or all other matters which may affect the performance of the Services. Any failure by the Service Provider to take into account any of the aforementioned matters shall not relieve or excuse the Service Provider from any of its responsibilities, liabilities or obligations hereunder or entitle the Service Provider to any extra payment.

5.6. The Service Provider may not subcontract any of its obligations under this Agreement without the prior written consent of the Company. The Service Provider shall not be relieved from any of its obligations or liabilities under the Agreement by virtue of any subcontract and the Service Provider shall be responsible for all Services, acts, defaults or omissions of its subcontractors (and its or their employees and consultants) as though they were the services, acts, defaults or omissions of the Service Provider.

5.7. In performing the Services, the Service Provider shall:

#### **4. FEES**

#### **5. SERVICE PROVIDER'S GENERAL OBLIGATIONS**

(a) give preference to the purchase and use of goods manufactured, produced or supplied in India provided that such goods are available on terms equal or better than imported goods with respect to the timing of delivery, quality, quantity required, price and other terms;

(b) subject to Clause 5.5, employ Indian subcontractors having the required skills or expertise to the maximum extent possible insofar as their services are available on comparable standards with those obtained elsewhere and at competitive prices and on competitive terms, provided that where no such subcontractors are available, preference shall be given to non-Indian subcontractors who utilise Indian goods to the maximum extent possible, subject to the proviso in Clause 5.6 (a) above; and

(c) subject to Clause 5.5, co-operate with and assist Indian companies as subcontractors to enable them to develop skills and technology to service the petroleum industry. 5.8. The Service Provider shall maintain proper and accurate records in relation to the Services and shall provide copies of the same to the Company on request. The Company (or its appointed representative) shall have the right to audit the relevant books and accounts of the Service Provider in relation to any reimbursable charges paid for by the Company under this Agreement. Such

audit right shall survive for a period of 2 (two) years following the expiry or termination of the Agreement. Any incorrect payments identified by such audit shall be adjusted between the Parties as appropriate.

#### **6. INTELLECTUAL PROPOERTY RIGHTS**

Notwithstanding anything to the contrary contained in this Agreement, it is hereby agreed between the Parties that any Intellectual Property Rights arising out of, from or in relation to this Agreement including those created during the course of performance of the Agreement, shall

7.1. The Service Provider shall be liable for and shall defend, indemnify and hold the Company harmless from and against any and all claims, liabilities, costs, damages and expenses (including court costs and legal fees) in connection with:

belong to and vest in the Company and in this regard, the Service Provider hereby waives any right, title or interest in the same.

For the purposes of this clause Intellectual Property Rights includes but is not limited to all vested, contingent and future intellectual property rights including: (i) all inventions, compounds, compositions, substances, methods, processes, techniques, know-how, technology, data, information, discoveries, and materials including ideas, concepts, formulas, assays, practices, software, devices, procedures, designs, constructs, plans, applications, research, regulatory information, manufacturing process, scale-up and other technical data, reports, documentation and samples, including chemical, physical, analytical, safety, manufacturing and quality control data and information, as well as study designs and protocols; and any patents, trade secrets, confidential information, proprietary processes, or industrial rights directly or indirectly deriving therefrom; (ii) all trademarks, service marks, copyrights, designs, trade styles, logos, trade dress, and corporate names, including all goodwill associated therewith; and (iii) any work of authorship, regardless of copyrightability, all compilations and all copyrights and includes also includes any inventions, made, to be made, discovered, conceived or reduced to practice whether or not patentable.

#### **7. THIRD PARTY CLAIMS AND LIMITATION OF LIABILITY**

(a) any claim made by any third party (including, but not limited to, any claim made by any governmental or statutory authority) against the Company arising out of or in connection with the performance by the Service Provider of its obligations under this Agreement.

(b) any infringement (whether actual or alleged) of any patent or other intellectual property right arising out of or in connection with the performance of this Agreement by the Service Provider.

6.2. Notwithstanding anything to the contrary in this Agreement, in no event shall either Party be liable to the other, whether arising under Agreement, tort (including negligence), strict liability or otherwise, for any indirect, consequential, special, punitive, exemplary or incidental loss or damages of any nature arising at any time from any cause whatsoever. 7.1. At any time during this Agreement, the Company may request the Service Provider to vary, amend or otherwise alter the Services (a "Variation Request").

7.2. Upon the receipt of a request from the Company pursuant to Clause 7.1, the Service Provider shall, within 7 days, notify the Company of the effect of the Variation Request on the Fees and/or other terms under this Agreement and/or the relevant Order.

7.3. If following receipt of the Service Provider's response pursuant to Clause 7.2, the Parties are in agreement on the Variation Request and the adjustments to be made to the Services under this Agreement and/or the relevant Purchase Order, the Parties shall execute a variation order (a "Variation Order") to reflect such agreement.

7.4. The Services shall not be varied, amended or otherwise altered and/or the Fees shall not be adjusted until such time as a Variation Order is executed by both Parties.

8.1. In addition to any requirements set out in the relevant Purchase Order, if any, each invoice shall:

#### **7. VARIATIONS**

#### **8. PAYMENT**

- (a) be in duplicate;
- (b) bear the Contract Number stated on the cover sheet to the Agreement;
- (c) state the name, e-mail address, mobile telephone number of the Company's Representative; and
- (d) be accompanied by supporting evidence and itemised in accordance with the Company's requirements.

Invoices to the Company shall be sent to the address set out in the Agreement. Service Provider must ensure that all invoices for services performed or goods delivered are submitted to the Company within 90 days.

Specifically, the Service Provider shall submit the following information/ documents to the Company unless specifically exempted by the Company representative in writing:

- i (i) Latest tax residency certificate of the Service Provider as issued by the tax / revenue authorities of Service Provider's country of residence, stating specifically that the Service Provider is tax resident of country as mentioned in such tax residence certificate.

- i (ii) Copy of the Permanent Account Number ('PAN') card issued by the Indian Tax authorities,
- i (iii) Copy of registration certificates under applicable Indian tax/other laws including but not limited to GST, Excise, import export code etc., as applicable.
- i (iv) Copy of the withholding tax certificate issued by Indian tax authorities, enabling the Company to make payments to the Service Provider after deduction of such taxes as per prescribed rate in the withholding tax certificate.

i 8.2. The Company shall make payment of a correct invoice within 45 days of receipt to the Service Provider's nominated bank account. Any invoice not complying with the provisions of this Agreement will be returned by the Company and the Service Provider shall submit a rectifying invoice.

ii 8.3. The Company may dispute any amount on an invoice and withhold the disputed amount provided that:  
iii

(a) the Company makes payment of any undisputed portion of the invoice and notifies the Service Provider of the disputed amount within 45 days of receipt of the relevant invoice;

(b) if the dispute is resolved in favour of the Service Provider, the Company shall pay the disputed amount within fifteen (15) days of the date of the resolution of the dispute or forty-five (45) days of receipt of the invoice, whichever is later. 8.4. The Company shall be entitled to set-off / adjust / deduct from any invoice under this Agreement, any payment due from the Service Provider to the Company or any of its Affiliates.

If the dispute is resolved in favour of the Company, the Service Provider shall forthwith issue a credit note for the disputed amount.

## **9. TAXES**

### **9.1. Definitions**

For the purposes of this Clause 9 (Taxation):

(a) "Tax" or "Taxes" means taxes, levies, duties, fees, charges and contributions as amended from time to time and any interest or penalties thereon;

(b) "Government Authority" or "Government Authorities" means any local or national government or authority of any country, competent to levy any Tax;

(c) "Goods & Services Tax" or "GST" shall include Central Goods & Service Tax ("CGST"), State Goods & Service Tax ("SGST"), Integrated Goods & Service Tax ("IGST"), Union Territory Goods & Service Tax ("UTGST") & GST Compensation Cess. **9.2. Person Responsible for payment of Taxes**

Except as may be expressly set out in this Contract, the Service Provider shall be responsible for:

(a) the payment of all Taxes now or hereafter levied or imposed on the Service Provider or its subcontractors or on the personnel of the Service Provider or its subcontractors by any Government Authority in respect of any wages, salaries and other remuneration paid directly or indirectly to persons engaged or employed by the Service Provider or its subcontractors (hereinafter referred to as "Personal Income tax");

(b) the payment of all Taxes now or hereafter levied or imposed by any Government Authority on the actual/assumed profits and gains made by the Service Provider or its subcontractors (hereinafter referred to as "Corporate Income tax");

(c) the payment of all GST now or hereafter levied or imposed by any Government Authority on the supply of goods or services, if any, provided to the Company by the Service Provider or its subcontractors;

(d) the payment of all Taxes now or hereafter levied or imposed by any Government Authority on the mentioned goods only, namely, petroleum crude, HSD, Petrol, Natural Gas & ATF, if any, sold to the Company by the Service Provider or its subcontractors (hereinafter referred to as "Sales tax/VAT/CST");

(e) the payment of all Taxes now or hereafter levied or imposed by any Government Authority on the mentioned goods only, namely, petroleum crude, HSD, Petrol, Natural Gas & ATF, if any, manufactured by the Service Provider or its subcontractors for sale to the Company (hereinafter referred to as "Excise Duty"); and

(f) the payment of any other Taxes now or hereafter levied or imposed by any Government Authority on the Service Provider or its subcontractors as a result of the performance of this Agreement.

**9.2.2. Exception to General: 9.2.3. Reimbursement of Taxes to the Service Provider 9.2.4. Pricing**

Prior to commencing the Services, the Service Provider shall notify the Company whether or not it has Fixed Establishment in India. If the Service Provider notifies the Company that it does not have Fixed Establishment in India, then, any Indian GST chargeable on the services provided by the Service Provider under this Agreement shall be paid by the Company directly to the relevant Government Authority.

It is acknowledged that responsibility for payment of Taxes to the Government Authority will be governed as per clause 9.2.1 and 9.2.2, the Service Provider will be reimbursed only for such Taxes which will be agreed to be reimbursed in the Compensation Schedule or any of the Purchase Order(s) issued under the Agreement.

The Parties agree that details of Taxes included in, or excluded from, the Service Provider's prices and/or rates shall be as stated in the Compensation Schedule to the Agreement and nothing in this Clause 9 shall be construed to affect or prejudice such details as stated in the Compensation Schedule.

**9.3. Withholding taxes and Withholding certificates**

**9.3.1.** The Company shall, at the time of its payments due to the Service Provider, withhold the necessary taxes at such rate as is required by any Government Authority, unless and to the extent that the Service Provider shall produce to the Company any certificate issued by a Government Authority (having authority to issue such certificate) entitling the Service Provider to receive the payments under the Agreement for a prescribed period without deduction of any tax or deduction at a lower rate.

**9.3.2.** The Company shall provide the necessary withholding tax certificates to the Service Provider within the time stipulated by the relevant law to enable the Service Provider to file the same with the Government Authority as a proof of payment of such taxes.

**9.4. Person Responsible for filing of returns / information to Government Authorities**

**9.4.1.** The Service Provider shall be responsible for filing all necessary Tax returns (including, without limitation, returns for Corporate Income tax, Personal Income tax, GST, Sales tax and Excise Duty) with the relevant Government Authorities in accordance with all applicable statutory requirements and shall be responsible for providing all information requested by such Government Authorities.

**9.4.2.** The Service Provider shall also ensure that its subcontractors file such returns as stipulated by the relevant Government Authorities and furnish such information as requested for by the relevant Government Authorities.

**9.4.3.** The Company, with respect to the tax withheld from the Service Provider in accordance with Clause 9.3 (Withholding Tax and Withholding Tax Certificates), shall be responsible for filing the withholding tax returns with the relevant Government Authorities in accordance with applicable statutory requirements.

**9.5. Company's rights, if treated as representative assessee by Government Authorities**

In certain situations, a Government Authority may treat the Company as the representative assessee of the Service Provider and/or its subcontractors and recover the Taxes due to the Government Authority by the Service Provider or its subcontractors from the Company. In such situations, the Company shall have the following rights:

(a) The Company shall be entitled to recover from the Service Provider, the Taxes paid on behalf of the Service Provider or its subcontractors (together with any costs and expenses incurred by the Company in connection therewith) or to retain the same out of any amounts to be paid to the Service Provider or its subcontractors that may be in its possession (whether due under this Agreement or otherwise) and shall pay only the balance, if any, to the Service Provider; and

(b) If the Company is required to furnish any details or documents in such capacity, the Company shall request the details or

documents to be furnished to it by the Service Provider and the Service Provider shall immediately furnish the same to the Company. If the Service Provider fails to comply with the foregoing, any penalty/interest levied on the Company for non-filing or late filing of details or documents in this regard shall be recoverable from the Service Provider. **9.7. Changes in Law**

**9.6. Indemnity**

The Service Provider shall defend, indemnify and hold the Company Group harmless from and against any and all claims, liabilities, costs, damages and expenses (including court costs and legal fees) in connection with any Taxes which may be levied or imposed on the Service Provider or its subcontractors by any Government Authority arising out of or in connection with the performance of this Agreement.

If, after the date of execution of this Agreement, there is any change in law which results in a change in the rate of any Tax included in the Service Provider's prices or rates or the introduction of a new Tax and such change results in an increase or decrease in the cost to the Service Provider of performing this Agreement then the Parties shall agree to a revision in pricing to reflect such change provided that:

(a) the Party requesting such revision shall promptly (and in any case prior to submission of the Service Provider's final invoice under this Agreement) notify the other Party that such change in law has arisen; and

(b) the Party requesting such revision shall provide the other Party with documentary proof of such change in cost to the reasonable satisfaction of the other Party; and

(c) the provisions of this Clause 9.7 shall not apply to changes in Personal Income tax or Corporate Income tax or to changes in non-Indian Taxes.

**9.8. GST Compliances by Service Provider**

**9.8.1.** Notwithstanding anything contained hereinabove, the Service Provider shall strictly and in a timely manner, adhere to and undertake all acts, omissions and compliances required under the applicable GST laws to ensure that the Company is able to avail the Input Tax Credit/set off/rebate/refund of the GST (along with cesses and surcharges, if relevant) as applicable on the Services or any supplies if applicable made by the Service Provider under this Agreement to the fullest extent possible under law. In this regard, without limiting the generality of the



foregoing obligation in any manner whatsoever, Company reserves the right to specify to the Service Provider, particulars including but not limited to the following:

- (a) whether Service Provider should charge IGST or CGST-plus-SGST;
- (b) GST registration number of the Company;
- (c) whether the Service Provider should be responsible to generate the E-Way Bill;
- (d) the format of invoices/credit and debit notes/advance receipt vouchers;

(e) the requirement for maintenance of a 'GST compliance rating score' above a specified threshold; etc. and

(f) the relevant timelines for such compliances based on the applicable GST laws. 9.8.2. The Service Provider acknowledges that any failure in the foregoing obligations (including undertaking the ones specifically instructed by the Company, if any) can cause significant losses to the Company in the form of loss of GST credit, statutory interest liability on such credit loss (under applicable GST laws) and adverse impact on the 'GST compliance rating score' and thus, undertakes to carry out this foregoing obligation with sincerity, due diligence and without any delay or demur.

9.8.3. The Parties agree that the Company reserves the right to reimburse the GST component on supplies received only when the corresponding credit has become available in the electronic credit ledger of the relevant GST registration of Company.

9.8.4. Without prejudice to any other indemnification obligation under this Agreement, the Service Provider agrees to, at all times, to hold harmless and indemnify Company from and against all claims, liabilities, expenses, proceedings, costs and losses that may be suffered or incurred by Company which may arise out of or in connection with any failure by the Service Provider to adhere to its obligations including but not limited to its obligations under clause 9.9.1 above. In this regard, the Service Provider also hereby indemnifies Company from any costs, claim or liability arising out of any claim or action or omission by any employee or consultant or agent or outsourced staff or subcontractor of the Service Provider.

10.1. Either Party may, at any time and without cause, terminate all or part of this Agreement by giving no less than [30] days' prior written notice to the other Party. Provided that, if any Services under this Agreement, or any Purchase Order issued hereunder, have already been initiated and the work is in progress, then the Company shall have the right to cancel/ terminate all or any part of the Service under the Agreement or the relevant Purchase Order without cause and with immediate effect.

10.2. In addition, the Company may terminate all or part of this Agreement with immediate effect by written notice to the Service Provider if one of the following circumstances occurs:

## **10. TERMINATION**

(a) if the Service Provider breaches any provision of this Agreement, provided that where remediable, the Company has notified the Service Provider of such breach and the Service Provider has upon receipt of such notice, failed to immediately and thereafter continuously proceed to remedy such breach to the Company's reasonable satisfaction; or

(b) if the Service Provider becomes insolvent or bankrupt or makes a composition or arrangements with its creditors; or

(c) if the Service Provider is wound up or a resolution for its winding up is made (other than for the purposes of an amalgamation or reconstruction whilst solvent); or

(d) if the Service Provider has a liquidator, provisional liquidator, receiver, administrator or an administrative receiver or manager of its business or undertaking appointed; or

(e) if the force majeure under Clause 14 continues for more than thirty (30) days. 10.3. In the event of cancellation/ termination of all or part of this Agreement for any reason, the Company's sole liability to the Service Provider in respect of such cancellation/ termination shall be to make payment of the Fees properly due under this Agreement up to the date of termination.

10.4. The expiry or termination of this Agreement shall be without prejudice to the rights and obligations of the Parties up to and including the date of expiry or termination and shall not affect or prejudice any term of this Agreement that is expressly or by implication provided to come into effect on, or continue in force after, such expiry or termination.

11.1. The Company and the Service Provider shall keep any information which either Party learns about or receives from the other pursuant to this Agreement in strict confidence and will not disclose the same to any third party without the prior written consent of the other Party. The foregoing restriction shall not apply in respect of information which the Company requires to disclose for the purpose of performing Services or which was in the possession of the disclosing party prior to this Agreement or which is required to be disclosed by any law, rule or regulation of any governmental agency or court order or information which was already within the public domain or which was developed by either Party, independently of and without reference to the Confidential Information

and the receiving party has evidence of such independent development. The provisions of this Clause shall survive the expiry of termination of the Agreement for a period of 3 years.

11.2. The Service Provider shall not disclose such Information(s) to any potential subcontractors until such time and in manner agreed by Company in writing. The decision of the Company will be final and binding on the Service Provider in this regard.

11.3. The Service Provider shall use best endeavours to prevent the authorised disclosure of the all information hereunder. Where any information is required to be disclosed under Clause 11.1, the Service Provider shall give prompt notice to the Company and shall use its best commercial endeavours to limit the extent of any such disclosure.

12.1. Any notice or other communication required or given under this Agreement shall be delivered in writing either by hand or by courier, registered mail with acknowledgment due, or fax to the address of

## **11. CONFIDENTIALITY**

## **12. NOTICES**

the relevant Party set out in the Agreement (or such other address as may be notified by the relevant Party from time to time).

12.2. If a notice is delivered by hand or courier during normal business hours of the intended recipient it shall be deemed to have been received at the time of delivery otherwise on the next business day of the recipient. A notice sent by facsimile shall be deemed to have been received at the time when the sender's facsimile machine acknowledges transmission provided however that if the time of acknowledgement of transmission is after 5.00pm on a business day of the recipient it shall be deemed to have been received on the next business day of the recipient.

12.3. All notices or other communications between the Parties shall be in the English language.

13.1. The Company shall be entitled to assign this Agreement to an affiliate/subsidiary or on giving written notice to the Service Provider. Save as aforesaid, the Service Provider shall not be entitled to assign this Agreement or any part or any benefit or interest in or under it without the prior written approval of the Company which the Company may at its sole discretion accept or refuse.

13.2. This Agreement shall not be amended or modified except by mutual agreement in writing between the Parties.

13.3. This Agreement and the all Schedules and Attachments annexed hereto contains the whole agreement between the Parties relating to the subject matter of this Agreement, and supersedes any previous understandings, commitments, agreements or representations in respect of the subject matter. No terms or conditions endorsed upon, delivered or contained in Service Provider's quotation, acknowledgement or acceptance of the Agreement, specification or similar document will form part of the Agreement and Service Provider waives any right it otherwise might have to rely on such terms and conditions. No variation to any terms or conditions of this Agreement shall be valid unless expressly agreed in writing by both parties.

13.4. No delay or failure on the part of either Party to enforce from time to time all or any part of the terms and conditions of this Agreement shall be interpreted as a waiver of such terms and conditions.

13.5. Nothing in this Agreement shall, or shall be deemed to, create an agency, a partnership or a relationship of employer and employee between the Parties. For the avoidance of doubt, nothing in this Agreement shall prevent or restrict the Company from entering into parallel Agreements with other parties for services similar or related to the Services.

13.6. Unless otherwise specifically stated, both the Company and the Service Provider shall retain all rights and remedies, both under the Agreement and at law, which either may have against the other.

13.7. Each Party represents and warrants to the other that (i) it has been duly registered and organised and is a validly existing legal entity under the laws of the jurisdiction of its incorporation and that it has full power, authority and capacity to enter into and to carry out its obligations under the Agreement and (ii) by performing the Services it will not be in breach of any other Agreement, agreement, license or permit or in violation of any law and (iii) it shall at all times act in accordance with applicable laws and regulations.

13.8. The Service Provider shall comply with all safety instructions of the Company consistent with the provisions of the Agreement including, without limitation, the safety instructions of any of the Company's other Service Providers. Such instructions shall, if the Service Provider so requires, be confirmed in writing by the Company's Representative, so far as practicable.

13.9. The Service Provider shall not be entitled, without the written consent of Company, to make any news release or public announcement concerning the subject matter of the Agreement or to refer to the Company, use its name or logo, in print or electronic forms for marketing or reference purposes.]

13.10. If any provision of this Agreement is prohibited, invalid or unenforceable in any jurisdiction, that provision will, as to that jurisdiction, be ineffective to the extent of the prohibition, invalidity or unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of that provision in any other jurisdiction, unless it materially alters the nature or material terms of this Agreement.

13.11. The provisions of this Agreement are solely for the benefit of the Parties. No other person are intended to have, nor will have, any rights whatsoever, under this Agreement, whether for injury, loss or damage to person(s) or property or for economic loss.

13.12. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will constitute one and the same instrument.

14.1. Neither the Company nor the Service Provider shall be responsible for any failure to fulfil any term or condition of the Agreement if and to the extent that fulfilment has been delayed or temporarily prevented by a force majeure occurrence such as any (a) Act of God, (b) fire, flood, earthquake, (c) war, riot, insurrection and civil commotion, mobilization or military, call up of a comparable scope, which has been notified in accordance with this Clause 14 and which is beyond the reasonable commercial control and without the fault or negligence of the

party affected and which, by the exercise of reasonable diligence, the said party is unable to provide against. For the avoidance of doubt, any strikes caused by the Service Provider (which includes its subcontractors) shall not be considered as a force majeure occurrence.

**13. GENERAL LEGAL PROVISIONS**

**14. FORCE MAJEURE**

14.2. In the event of a force majeure occurrence, the party that is or may be delayed in performing the Agreement shall notify the other party without delay giving the full particulars thereof and shall use reasonable endeavours to remedy the situation without delay.

14.3. Save as otherwise expressly provided in the Agreement, no payments of whatever nature shall be made in respect of any period where Services are not carried out as a result of a force majeure occurrence.

14.4. Following notification of a force majeure occurrence in accordance with Clause 14.2, the Parties shall meet without delay with a view to agreeing a mutually acceptable course of action to minimise any effects of such occurrence.

15.1. The Service Provider shall declare any conflicts of interest with the Company including relationship or financial interest of any nature whatsoever with employees, managers, other suppliers, vendors or stakeholders of the Company.

15.2. The Service Provider shall not use the services of any of the employees of the Company, directly or indirectly or enter into any sort of monetary transaction with the employees of the Company. The Service Provider undertakes that he has not given, offered or promised to give directly or indirectly any bribes, commission, gift, consideration, reward, or inducement to any of the employees of the Company or their agent or relatives for showing or agreeing to show favor or disfavor to any person in relation to this Agreement or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the aforesaid undertaking, by the Service Provider, or his partners, agent or servant or any one authorized by him or acting on his behalf.

15.3. The Service Provider agrees to comply with the provisions of the Company's Supplier Code of Conduct which includes Anti-bribery and Corruption requirements (a copy of which is also available at [http://www.vedantalimited.com/media/104182/supplier\\_code\\_of\\_conduct\\_-\\_december\\_2016.pdf](http://www.vedantalimited.com/media/104182/supplier_code_of_conduct_-_december_2016.pdf)) and the Company's Human Rights Policy (a copy of which is available at [http://www.vedantalimited.com/media/80325/vedanta\\_human\\_rights\\_policy.pdf](http://www.vedantalimited.com/media/80325/vedanta_human_rights_policy.pdf)) including the Modern Slavery Act 2015 and in case of breach thereof, the same shall be treated as a breach of this Agreement.

## **15. BUSINESS ETHICS**

OR

15.3 The Service Provider agrees to comply with the provisions of the Company's Supplier Code of Conduct which includes Anti-Bribery and Corruption requirements (a copy of which is also available at [http://www.vedantalimited.com/media/104182/supplier\\_code\\_of\\_conduct\\_-\\_december\\_2016.pdf](http://www.vedantalimited.com/media/104182/supplier_code_of_conduct_-_december_2016.pdf)) and the Company's Human Rights Policy (a copy of which is available at [http://www.vedantalimited.com/media/80325/vedanta\\_human\\_rights\\_policy.pdf](http://www.vedantalimited.com/media/80325/vedanta_human_rights_policy.pdf)) including the Modern Slavery Act and in case of breach thereof, the same shall be treated as a breach of this Agreement.

The Service Provider acknowledges and agrees that the Company is subject to the Modern Slavery Act 2015. In performing its obligations under the Agreement, the Service Provider represents and warrants that neither the Service Provider nor any of its employees performing the Services:

- (a) have been convicted of any offence involving slavery and human trafficking;
- (b) have been or are the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking;
- (c) shall indulge in performance of any activity of slavery of human trafficking;

During the course of this Agreement, the Service Provider shall promptly notify the Company as soon as it becomes aware of:

- i i. an act which may lead to the Company being in any breach, or potential breach, of the Modern Slavery Act 2015; or
  - ii ii. any actual or suspected act of slavery or human trafficking in connection with this Agreement.
- 15.4. The Service Provider shall maintain records and provide to the Company upon request such records and evidences, as the Company may reasonably require, confirming the Service Provider's compliance with the obligations under this clause.
- iii 15.5. The Company shall have a right to initiate "audit proceedings" against the Service Provider to verify compliance with the requirements under this clause. Such audit may be carried out by Company or by a reputed agency to be appointed by Company at the sole discretion of Company. The Service Provider shall extend full cooperation for smooth completion of the audit mentioned herein.
  - iv 15.6. Notwithstanding anything in this agreement, Company shall have right to terminate the Agreement forthwith and recover from the Service Provider, the amount of any loss arising from such termination in case, it is

found that the Service Provider has failed to comply with requirements under this clause including any corrupt practices. A decision of the Company or his nominee to this effect that a breach of the undertaking had been committed shall be final and binding on the Service Provider.

v 15.7. If at any time during execution or performance of this Agreement the Service Provider becomes aware of any unethical practices or is faced with any undue

vi

i demand, request for gratification or favor from any employee of the Company or a person connection with such employee, the Service Provider must report the same immediately to the Group Head-Management Assurance at the following address:

ii 16.1. This Agreement shall be governed by, construed and enforced in accordance with the laws of New Delhi, India.

iii 16.2. Any dispute or difference whatsoever arising between the parties out of or relating to the interpretation, meaning, scope, operation or effect of this Agreement or the existence, validity, breach or anticipated breach thereof or determination and enforcement of respective rights, obligations and liabilities of the parties thereto shall be amicably settled by way of mediation. If the dispute is not conclusively settled within a period of twenty-one (21) days from the date of commencement of mediation or such further period as the parties shall agree in writing, the dispute shall be referred to and finally resolved by arbitration under the Arbitration and Conciliation Act, 1996 (as amended from time to time), which are deemed to be incorporated by reference into this clause. The arbitration shall be conducted as follows:

iv

Group Head – Management Assurance,

Vedanta, 75 Nehru Road

Vile Parle (E), Mumbai 400 099

'Complaints' can also be sent to the designated e-mail id: Balco.whistleblower@vedanta.co.in

#### **16. GOVERNING LAW AND DISPUTE RESOLUTION**

(i) A sole arbitrator shall be appointed in case the value of claim under dispute is less than ₹ 50,00,000 (Rupees Five Million Only) and in any other event by a forum of three arbitrators with one arbitrator nominated by each Party and the presiding arbitrator selected by the nominated arbitrators.

(ii) The language of the mediation and arbitration proceedings shall be English. The seat of arbitration shall be Korba, Chhattisgarh, India and the venue shall be Korba, Chhattisgarh, India.

(iii) The award made in pursuance thereof shall be final and binding on the parties. The right to arbitrate Disputes under this Agreement shall survive the expiry or termination of the Agreement.

#### **OTHER TERMS AND CONDITIONS:**

*1 Other terms and conditions (Clause 17-27) are specific to BALCO and are in addition to the Standard Terms and Conditions released as per the Corporate Policy.*

#### **17. STATUTORY COMPLIANCES & CLEARANCES**

a) The Service Provider shall be solely liable for Statutory Compliance in respect of all applicable laws of land existing as on the date of the Agreement

as well as those notified by the Central/ State Government from time to time including but not limited to compliance of provisions of Contract Labour (Regulation and Abolition) Act, 1970, Employees State Insurance Act, 1948, Employees Provident Funds and Miscellaneous Provisions Act, 1952, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Payment of Wages Act, 1936, Employees Compensation Act, 1923, Interstate Migrant Workmen (regulation of Employment and Conditions of Service) Act, 1979 etc. in respect of all employees employed by the Service Provider, directly or indirectly or through any sub-contractor. The Service Provider shall be solely responsible for maintenance of records and filing of various forms/ returns prescribed under all applicable Central/State Labour laws and Regulations/Rules made thereunder in respect of Workmen employed or engaged by it.

b) The Company shall be entitled to deduct/adjust from amount payable to the Service Provider, any dues, wages, compensation on accident or death, expenses incurred for benefits, provision for amenities and amounts paid or payable by the Company in compliance with the applicable laws, in respect of workmen/employees of the Service Provider.

c) The Service Provider shall ensure compliance under the Safety Provisions of the applicable State/ Central laws and shall ensure that its employees are trained, competent, physically and mentally fit for the assignment and are not suffering from any chronic or contagious disease.

The Service Provider is responsible for the safety and security of all men and materials employed by him. The Service Provider shall provide all safety equipment (such as tools & tackles, aprons, gloves, safety shoes etc.) to all Service Provider team members. The Service Provider shall provide adequate coverage against any accident met



by the Service Provider's team during the period of the Agreement. The Service Provider shall indemnify the Company and its officers against any claim, dispute and litigations arising in this regard. Further no separate consideration shall be payable by the Company for the same.

The Service Provider shall take all the required clearances under the applicable laws which includes but is not limited to Environment Protection Act, CG Land Revenue Code, CG Municipal Corporation Act etc. for successful discharge of all its obligations under the scope of work.

**18. SUSPENSION**

No compensation for alteration of schedule or suspension of work: If at any time after the award of the Agreement, the Company shall for any reason whatsoever not require the whole work done or part thereof as specified in the acceptance of the contract, the Company shall give notice in writing

of the same to the Service Provider and the Service Provider shall not be entitled to any compensation and / or damage of any kind whatsoever, nor the contractor will be entitled to any claim for compensation for re-scheduling of the delivery period.

#### **19. RELATIONSHIP BETWEEN THE SERVICE PROVIDER AND THE COMPANY**

Personnel engaged/employed by the Service Provider shall be deemed employees of the Service Provider and will not for any purpose be considered employees or agents of the Company. Except as may otherwise be provided in this Agreement, each Party shall be solely responsible for the supervision, daily direction, and control of its employees and payment of their salaries/wages, benefits, provision for amenities, compensation, disability benefits and the like.

#### **20. SERVICE PROVIDER'S OBLIGATIONS/LIABILITIES**

a) The sole responsibility of the performance of the sub-contractor rests with the Service Provider and the Service Provider shall be liable for any work done by its sub-contractor, agents, employees or officials. However, the Company reserves the right to claim damages and enforce rights on the sub-contractor solely or jointly with the Service Provider but such enforcement will not absolve the Service Provider from any liability.

b) The Service Provider shall advise the Company regarding, compliances, if any to be made by the Company.

c) The Company shall, without prejudice to its other rights be entitled to deduct/ adjust from any dues payable to the Service Provider or any security, all amount(s) which the Company may be liable to pay, incur or sustain as a result of the performance or non-performance, observance or non-observance of any of the terms of this Agreement by the Service Provider.

#### **21. SERVICE PROVIDERS'S WARRANTIES & REPRESENTATIONS**

The Service Provider hereby, warrants and represents that:

a) The Services under this Agreement shall be strictly in accordance with the agreed terms.

b) The Services to be provided under this Agreement shall not infringe any third party intellectual property rights.

c) The Service Provider hereby represents to the Company that, as of the date of signing of the Agreement, the Service Provider has received no notification of any rightful patent infringement claim which would prejudice the Company's right to use or maintain the Plant.

#### **22. PENALTY FOR VIOLATION OF SAFETY MEASURES**

In case of any violation of safety measures and or on non-compliance of safety PPE by the Service Provider or its employee(s), the Company may penalise the Service Provider as follows:

Rs 500/- First time

Rs 1000/- Second time onwards

If the Service Provider continues failing to provide the safety &/or PPE, the Company reserves its right to terminate the Agreement.

At any point of time, the safety compliance will be checked by the Company's Safety Department or Execution Department. The Service Provider shall immediately upon knowing of any accident, damage or losses, in which it is involved on the site, inform the area-in-charge.

The Service Provider shall take all safety precautions and provide adequate supervision by competent persons in order to do the job safely and without damage to plant, personnel, equipment, and the environment.

#### **23. DISCIPLINE AT WORK AREA**

The Service Provider shall maintain discipline at work area. It shall keep the area neat and clean after the work is over. All the spares, waste material like oil grease etc. shall be kept at the designated area and the work place shall be cleaned after the job is over.

In case, maintenance activities are found to be suffering due to non-performance by Service Provider's employees or job negligence, suitable punitive action shall be taken by the Company for the same.

#### **24. EMERGENCY**

The Service Provider shall ensure that its workers follow the following instructions:

1. Contact fire control room on telephone No. 5333, 5219,5393,2333,242033 and inform name, location and brief of the emergency. If telephone is not available, break the glass of nearest manual call point of fire alarm or use the nearby portable fire extinguisher if you know the operation of the extinguisher.

2. Rush to the location of Emergency and assess the situation. Combat the Emergency with the help of the available people using fire hydrant and fire extinguisher.

3. Rush to nearby assembly point [displayed in the department] in case of an extreme emergency.

4. As soon as any Emergency call occurs, the Fire control room operator will immediately ask the Turn out no.1 available at Fire Station plant-I to rush at the emergency spot.

5. He will simultaneously inform to Main Security Gate of respective plants.

## **25. OCCUPATIONAL HEALTH & SAFETY (OH & S):**

The Service Provider shall be responsible to take all precautions to ensure safety of the labours / workers at work. The Service Provider will supply its labours / workers safety equipment as per the rules. If the Service Provider brings its own equipment to carryout the job inside the plant, such equipment shall be subject to hazard identifications and risk assessment prior to commencing of the work.

The persons engaged by the Service Provider shall be given appropriate awareness on OH&S. Those personnel who will carry out jobs affecting OH&S shall be properly trained and made competent for the job performed by them. During emergency situations in the plant, the Service Provider's personnel shall move to the emergency shelters and shall not spread any rumour. An OH&S booklet is available in Safety Department and is required to be signed by the Service Provider agreeing to comply with the same.

## **26. DAMAGE TO COMPANY'S PROPERTY:**

Any loss / damage to the Company due to negligence or wilful attitude of the Service Provider or its employees while execution of the Agreement shall be recovered from the Service Provider's pending bills.

## **27. VEDANTA SUSTAINABILITY CLAUSES**

### **27.1 HEALTH, SAFETY AND ENVIRONMENT (HSE) SYSTEMS**

Designation of Supervisor: The Service Provider shall specify one of its employee as the Site HSE Supervisor who shall be responsible for attending HSE matters at all levels at the site of work, including emergency response.

Attendance of Service Provider: The Service Provider shall ensure that its site HSE supervisor is present at the place of work and performs supervisory functions at all times whenever four or more workers of the Service Provider or its sub-Service Providers are present at the place of work.

Statutory Compliance: Service Provider shall identify, document and comply with all pertinent Health, Safety and Environment (HSE) laws and regulations, approvals, licenses and permits which are applicable to the services and conduct of activities.

Service Provider shall conduct internal inspections and record to ensure full implementation of requirements and compliance with the system at the site. Service Provider shall provide documentary evidence that it has complied with the system, on the Company's demand.

Service Provider Site Management Plan: The Service Provider shall comply with its submitted plan in the bid document on how to manage and improve the work site.

### **27.2 HAZARD AND RISK ASSESSMENT**

Pre and post Job Safety assessments: The Service Provider shall be responsible and accountable for ensuring effective procedures and assessment systems are in place to meet all HSE conditions.

Prior to the commencement of any operation/activity, the Service Provider must undertake a hazard and risk assessment, such as a job safety analysis or job risk analysis including control and mitigation process. The risk assessment shall cover the following aspects of workplace:

1. General Safety and Environmental Management Procedures
2. Waste Disposal
3. Equipment Decommissioning
4. Water Discharges
5. Material Storage/Spills
6. Storm Water Management
7. Use of Asbestos, Lead, CFCs and other objectionable chemicals.
8. Hot working, gas welding, etc.
9. All electrical works
10. Work at heights including scaffolding
11. Demolition
12. Construction work of any kind
13. Transport management
14. Tank cleaning or testing
15. Confined space, etc.

### **27.3 AWARENESS, COMPETENCY AND BEHAVIOUR**

Awareness: Before commencement of any Services, the Service Provider shall, at its own expense, ensure that its personnel have been given necessary HSE training including training in hazard identification, risk analysis, safe working behaviour etc. The HSE training shall include a briefing explaining the nature of the part of the Services they will be performing, a job safety analysis and description of the hazards, which may be encountered during the performance of the particular tasks, which they are required to perform. During such training, the Service Provider shall emphasize the fact that each person has an obligation to stop an act or task if it is unsafe. The Service Provider shall ensure that its personnel attend refresher courses to maintain familiarity with current procedures. The Service Provider shall provide evidence of completion of all training and competency assessments upon request by the Company.



All Service Providers' personnel arriving on the site shall attend the Service Provider's or Company's HSE inductions including a review of the site's safety procedures including Permit to Work and evacuation.

The Service Provider shall ensure safety meeting schedule, including but not limited to pre shift safety meetings, safety toolbox meeting, safety committee meetings and management review meetings.

Competency: The Service Provider shall ensure that all of its supervisory personnel performing work possess any specific competencies or qualifications, experience, responsibility and authorities required by applicable occupational health and safety laws, and shall provide proof of same satisfactory to company upon request.

Behaviour: The Service Provider shall provide adequate guidance so that the Service Provider's personnel work to reduce workplace incidents and improve safe performance at all times. The Service Provider shall ensure that its staff conducts in a fit and proper manner whilst on site. Failure to do so may result in the removal or exclusion of such personnel from the site.

#### **27.4 CHANGE IN MANAGEMENT**

If there is a change in the site supervisor and Service Provider management personnel, it shall be notified to the designated Service Provider manager as a part of Management of Change (MOC) process. This also includes reassessment of hazards and risk where the changes occur to the work scope, plant and equipment and the working environments.

#### **27.5 INCIDENT REPORTING**

Reporting: Any accident, injury, near misses, fire, explosion, spill of chemicals, environment degradation etc. involving the Company or Service Provider's personnel, property or any third party property shall be reported immediately to the Company, irrespective of whether injury to a person or damage to property or equipment resulted.

Access to site: If the Company exercises its right to conduct its own investigation, the Service Provider shall provide the Company with all reasonable assistance to allow and to complete the investigation.

Learnings: The Service Provider shall implement the learnings from incident to prevent a recurrence. The Service Provider must share the lessons learnt with its personnel.

#### **27.6 SAFETY INTERACTION**

The Service Provider must conduct regular safety interactions of its personnel in accordance with the Company's safety interaction process. The number and frequency of safety interactions to be performed will be at the discretion of the Company Representative. Quality assessments of the safety interactions will be undertaken by the Company's HSE Personnel.

The Service Provider must conduct investigations into incidents, accidents and injuries by its Personnel or involving its equipment and property in accordance with the Company's incident investigation process. Action items must be created to prevent recurrence and be closed out before due dates.

#### **27.7 EMERGENCY DRILLS**

The Service Provider shall participate in emergency response drills to test the effectiveness of its emergency procedures and equipment and the knowledge and proficiency of Service Provider's personnel.

The Service Provider shall provide its emergency response plan (ERP) which must be adaptable to suit the site.

#### **27.8 CARDINAL RULE**

The Service Provider shall ensure that all Service Providers' personnel follow the following safety cardinal rules: "Do not override or interfere with any Safety Provision nor let anyone else override or interfere regardless of seniority."

"Personal Protective Equipment (PPEs) applicable to the given task must be adhered to."

"Always follow isolation and lock out procedure"

"No person will be allowed to work if under the influence of alcohol or drugs.

"Report all injuries and illness."

"On violation of cardinal rules, yellow card will be issued by the Service Provider to the concerned personnel and disciplinary action will be taken by the Service Provider which may result in suspension of personnel also."

"Always follow SOP while working."

"Always report any unsafe act/condition or any near miss incidents."

"Carry out all activities with a valid work permit."

"Always wear proper PPEs while working."

"Always drive within speed of 30 KMPH."

"Always wear crash helmet (two wheelers) & safety belt (four wheelers) while driving."

"Don't smoke in plant premises."

"Never work under the influence of alcohol or drugs."

"Never park any vehicle in the no parking areas."

"Never sleep while on duty."

### **27.9 PERSONAL PROTECTIVE EQUIPMENT**

The Service Provider shall, at its own expense, supply its personnel, where required, in connection with the safe performance of the Services, adequate protective clothing and other protective equipment including first aid which shall be maintained in good condition or replaced, and shall be worn at all times where required to manage potential injury hazards associated with a work activity under this Agreement.

The Service Provider shall ensure that its personnel have been trained in the correct use and application of PPE. All such training shall be documented and available to the Company on request.

### **27.10 EQUIPMENT, TOOLS, TACKLES AND RESOURCES**

The Service Provider shall ensure that all plant, tools and equipment used by the Service Provider's personnel in the performance of the Services are suitable for use in the particular task or tasks for which they are to be used, are maintained in safe and operable condition and that users of the plant, tools and equipment are trained, experienced and where necessary, licensed and certified to operate them.

The Service Provider shall maintain a register of all lifting equipment and tackle. The Service Provider shall, upon request, provide certification of inspection within the previous twelve months for all cranes and lifting slings and tackle before the equipment is used for the work, and/or shall carry out such tests and inspections as are requested by applicable regulatory authorities. Safe Working Load (SWL) and radius charts shall be available for all lifting equipment and shall be marked on the equipment. The Service Provider shall ensure pre-inspection of lifting tools tackles including wire rope slings, clamps, shackles, hooks etc. before taking up the job. The Company reserves the right to require the Service Provider to inspect any lifting gear that does not meet the requirements stated above. All equipment shall be stored and operated in accordance with the manufacturer's specification and guidelines.

The Service Provider shall maintain up to date copies of all tests and maintenance certificates relating to cranes, lifting beams pulley blocks and lifting gear, and shall make them available to the Company upon demand.

All tools & tackles required for the execution of the job shall be arranged by the Service Provider. Also a periodic audit would be undertaken to assess the condition of such tools and tackles.

While using their equipment and carrying out any job, if any equipment / installation belonging to the Company or any other agency at site is damaged by the Service Provider, it shall be made good at the risk and cost of the Service Provider.

Detailed risk assessments shall be conducted for all equipment to identify all foreseeable hazards and determine the most appropriate controls to mitigate the risks associated in using in accordance with HSE laws and regulations.

Vehicles operating within the Company premises shall observe all parking and speed restrictions, road signs and traffic rules as per the company policy.

### **27.11 MATERIAL SAFETY DATA SHEETS**

The Service Provider shall maintain, at the job site, Material Safety Data Sheets for all hazardous materials and products taken onto the job site. Products shall be stored in appropriate containers, clearly labelled prior to sending to the site, all hazard substances shall be risk assessed to determine their safety requirements and suitability for use.

### **27.12 WORK PERMITS**

The Service Provider shall follow the site Permit to Work (PTW) system for carrying out hazardous activities that includes the following (but not limited to) activities. The Service Provider shall not perform any of such activities without obtaining and displaying the applicable work permit at the project site.

- a. Hot work
- b. Confined space entry
- c. Working at height
- d. Breaking into piping
- e. Lockout / Tagout / isolation etc.
- f. excavation or drilling into the ground or a concrete building slab using powered equipment
- g. Hazardous substance handling, etc.
- h. Excavation / trenching
- i. Chemical management MSDS's
- j. Any government related permit

### **27.13 HEALTH AND FITNESS**

Each contract employee shall undergo a pre-employment medical check and periodical medical examination (PME) as per the company guidelines by a Company approved doctor/ medical personnel and cleared for the type of work he/ she will undertake, prior to the commencement of work.

The Service Provider shall ensure that all its personnel are able to perform the essential functions of their respective assignments and shall certify the same to the Company if so requested by the Company or if required by

law. The Service Provider's medical assessment process shall equal or exceed the requirements of the Company's medical assessment procedure.  
The Service Provider shall ensure health assessment, monitoring and management of contract personnels' exposure to noise, dust and

other physical hazards that have the potential to be harmful to health.

**27.14 DISEASE**

The Service Provider shall make appropriate arrangements for medical assessment of its personnel who exhibit any symptoms of any severe infectious disease that is communicable by air or surface contact, and ensure that such personnel are removed from the site until they have received medical clearance and can provide proof of such clearance.

**27.15 HYGIENE AND HOUSEKEEPING**

The Service Provider shall ensure that its personnel maintain high standards of hygiene and housekeeping on the site. The Service Provider shall conduct routine hygiene and housekeeping inspections on the site to ensure that standards are maintained.

The Service Provider shall collect and segregate scraps generated by their activities or services by creating separate bins and finally deposit or utilize as per the directions of the Company.

**27.16 ENVIRONMENT PROTECTION**

The Service Provider shall ensure proper collection and storage of used oil and waste oil generated at site. The used oil and waste oil collected shall be disposed of in compliance with law. Any oil/grease soaked cotton waste shall be collected from the site of work and suitably disposed as per the guidelines.

The Service Provider shall use appropriate personnel protective equipments and follow requisite procedure for handling, transportation and storage of hazardous wastes inside the plant including disposal sites owned by the Company.

The Service Provider shall be solely responsible for damage caused to the surrounding/ environment during transit.

The Service Provider shall ensure optimum use of water, energy and other resources while providing services and also work for loss prevention in the form of leakages, spills, overflows, wastages etc. the

Service Provider shall be solely responsible for the legal actions that may be initiated consequent to environmental hazards as aforesaid. The Service Provider shall ensure that spillages, leakages and overflows etc. are attended immediately on notice or on intimation.

**27.17 SMOKING**

The Service Provider's personnel shall not smoke at the work site except within designated smoking areas.

**27.18 SERVICE PROVIDER ACCOMODATION**

Where the Service Provider's personnel provides accommodation for contract workers, the accommodation shall be appropriate for its location and be clean, safe and, at a minimum, meet the basic needs of workers. In particular, the provision of accommodation shall meet national legislations and shall have the minimum following: Provision of sanitary, laundry and cooking facilities and potable water. Safe location w.r.t health, hygiene and fire risks.

Provision of first aid, medical facilities and proper ventilation. Building material shall be suitably inflammable, have smoke and fire alarms fitted and Include other safety checks to prevent fire.

**27.19 CLEARANCE OF SITE**

On a continuous basis consistent with Good Industry Practice during the progress of the Works the Service Provider shall clear away and remove from the site, pursuant to the directions of the Company, all scrap, debris, other waste materials. The Service Provider shall leave on the site, for the Company, such temporary works as instructed by the Company, free of charge. The Service Provider shall at all times and particularly after completion of the Works, keep the Site and the Facility in a clean, safe and workman-like condition and shall dispose of all rubbish (other than hazardous materials or other materials which may contaminate ground-water,



for which other arrangements shall be made by the Service Provider) in accordance with Good Industry Practice.

**27.20 REMOVAL OF UNSAFE WORKERS**

The Service Provider shall document any identified instances of non-compliance with safety requirements by its workers and sub - Service Providers. Where any worker or sub Service Provider breaches safety requirements and thereby presents a threat of serious injury or death to any person, the Service Provider shall remove that worker or sub-service provider from the project site for the duration of the project.

**27.21 SUBCONTRACTING**

The Service Provider shall be able to demonstrate that it has applied selection procedures that ensure that its sub-service providers are demonstrably competent to perform the works safely. The Service Provider shall provide to the Location Manager the names of sub-service providers it intends to appoint in advance of entering into a contract with any such sub-service provider. The requirements of this booklet, the contract specification, the contract health and safety plan, the risk assessments and method statements shall be imposed upon the sub-service providers by the Service Provider.

**27.22 MONITORING**

Compliance check by Service Provider:  
The Service Provider shall monitor its safety performance and that of its sub-service providers to ensure compliance with standards set in the Agreement. The frequency of monitoring will be dependent



upon the risk profile and number of persons employed.

Root Cause of incidents: All accidents shall be investigated to establish the basic causes and to recommend appropriate improvements in control. Details of all accidents, together with the associated investigation and recommendations, shall be passed to the Company as soon as deemed reasonable.

Audit by Company: The Company reserves the right to audit all aspects of the management of health and safety on site at any time. Deficiency identified during any inspection / audit shall be entered into an appropriate action register that summarize the deficiency, the required actions, the person to whom that action have been assigned and date by which the action shall be completed.

The Service Provider shall be responsible to ensure all actions are completed, verified and closed within stipulated timeframes.

Monitoring by Company: The Company reserves the right to allocate weight age and set safety KPIs in the Service Provider's scorecard. The scorecard performance shall be reviewed periodically.

#### **27.23 SERVICE PROVIDER QUERIES**

The queries shall be normally directed to the Company's designate as specified in the Agreement. The site specific "Service Provider safety management manual" can also be referred for any clarifications when in doubt.

The details on specific processes, plants and machineries and related hazards are detailed in this manual.