

STATUTORY COMPLIANCES TO BE ENSURED BY WORK ORDER ISSUING AUTHORITY
UNDER WORKS CONTRACT

- ØBHEL shall have the privacy of the contract with the contractor only and will give instructions authorized representative. BHEL will have nothing to do or be concerned with the employment of contractor. The relationship between BHEL and the Contractor will be that of independent employer. If contained will amount to joint venture, partnership or an employer-employee relationship.
- ØThe contractor shall maintain regular contact with the designated employee(s) of BHEL and will inform to the work awarded under this contract.
- ØContractor will ensure that the job is executed through his employees on his rolls and unauthorized contractor will deploy any casual employee to carry out the job nor shall sub-contract the permission.
- ØContractor shall observe Provisions of the Factories Act in respect of working hours, holidays, overtime to his employee. No work shall be done on second/third shift, overtime, Sundays or public holidays without written permission.
- ØContractor shall obtain Police Verification of all his workers.
- ØContractor shall submit following Certificate for each contract separately.

"It is certified that PF/ESI challans of the amount _____(in words _____)pertains to my workers, whose names are appearing in the wage sheet _____20____ and these workers are engaged in _____
(type of work) against work order no. _____
(name of department).

Signature of Contractor

Ø Contractor shall be responsible for making payment of wages through Bank/Cheque before expiry of day of wage period. No other mode of payment shall be acceptable.

- Ø In case contractor fails to make payment of wages to his employees or remittance of contributions to the relevant authorities, the security deposit /other dues under the contract can be utilized by BHEL to discharge the dues of contractor.

Ø Contractor shall ensure that his employee do not indulge in any unsafe or hazardous practices. The such as safety belts, safety shoes, goggles, helmet and masks where use of such equipment is rec operations. All such safety gadgets will be provided by the contractor failing which the contract of provide safety equipment to such employee of the contractor at the cost of the contractor to be re Contractor shall fully indemnify BHEL against any claim for damages for injury to person or proper accidents.

- Ø Contractor to ensure that employee deployed in the premises is physically and mentally fit and do record.
- Ø Contractor will be responsible for good conduct of his employees . In case of misconduct, contractor disciplinary action as per "Model Standing Orders" on the advise of Contracting officer.
- Ø The contractor has to provide a distinct uniform different from BHEL employees. The Uniform should Contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition. Where shall be integral part of the uniform

ØContract awarded is liable for termination for any contravention of statutory provisions or any other assigning any explanation or notice to the contractor.

ØContractor shall fully comply provisions of various applicable labour laws

RECORDS & INFORMATION TO BE FURNISHED BY CONTRACTOR

ØContractor shall maintain neatly, completely and legibly registers, records, reports and returns authorities.

ØContractor shall provide information as required in respect of all his employees employed by his operating division to monitor compliance of PF/ESI and also to enable him to furnish information deptt. as may be required.

ØContractor shall provide full particulars of each employee employed by him before start of the work. He will also endorse a copy of returns furnished by him to the Labour Department under the Contract Labour (Regulation and Abolition) Act 1970.

COMPLIANCE OF STATUTORY PROVISIONS

ØContractor shall fully comply provisions of various applicable labour laws provisions of the following enactments as applicable for such contracts.

- .. Contract Labour (R&A) Act 1970 and rules 1971.
- .. Payment of Wages Act.
- .. Minimum Wages act 1948, M.P. Rules 1958
- .. Employees State Insurance Act 1948, Rules and regulations 1950
- .. Employees Provident Fund Act 1952 and Pension Scheme 1995
- .. Workmen's Compensation Act 1923
- .. Factory Act 1948
- .. Maternity Benefit Act 1961
- .. Equal Emolument Act 1976
- .. M.P. Shram Kalyan Nidhi Adhiniyam 1982
- .. Payment of Bonus Act 1963
- Shop & establishment Act 1958
- .. Inter State Migrant Act

STATUTORY INSTRUCTIONS TO CONTRACTOR

(To be ensured by contracting deptt.)

1.0 STATUTORY REGISTRATIONS AND CLEARANCES

Contractor shall commence the work only after obtaining :

1. Labour Licence
2. Provident fund code no.
3. ESI code no
4. Registration no.
5. Notice of commencement in Form 6-A & Maintain Register of workers in form 13

2.0 CONTRACTOR SHALL ENSURE FOLLOWING WHILE EXECUTING CONTRACT

1. Employment card as per rule no 76 of Contract Labour (Regulation & Abolition) MP rules, 1973
2. Appointment letter to his employees.
3. Annual leave with wages including EL, CL, National Holiday & Festival holiday.

4. Leave record register.
5. Shall engage only adult workers who have attained the age of 18.
6. Work to be done on second/third shift, overtime, Sundays or on other declared holidays with written permission.
7. Obtain insurance cover for his employees/equipments, tools etc & third party insurance coverage at his own cost.
8. Remit Provident fund contributions in prescribed 3A & 6A forms
9. ESI contributions in Form 6
10. Submit challans of PF & ESI contributions every month.
11. Provide Personal protective equipments for his employees
12. Distribute wage slip each month to his employees
13. Ensure payment of Statutory Minimum Wages as well as additional wages recommended by BHEL through bank account only.
14. Submit employee and employer contribution as per Shram Kalyan Nidhi Adhinyam 1982.

3.0 PAYMENT OF WAGES ACT

1. Those engaging 100 or more workman, should submit or copy of standing orders.
2. Shall comply with the provisions of Factories Act.

4.0 ON COMPLETION OF WORK

Submit PF & inspection report