

**GENERAL TERMS AND CONDITIONS OF WORKS CONTRACT:**

**The following must be complied during execution of the work:-**

**1. Qualification/skill requirements**

- (a) Wherever skilled operator/labour is deployed they should possess ITI qualification or at least three years skilled work experience as ascertained by HoD shall be necessary for future deployment.
- (b) BHEL reserves the right to reject any labour technically unsuitable.

**2. Attendance record of contract workers –**

“The contractor should maintain an Attendance Register against each work order in respect of the contract labourers deployed by him in that department. The contractor shall record the daily attendance of the workers. The register shall bear the daily signature of contract workers & contractor. The register shall at all the times of work, be available at the place of work/deptt. Attendance register shall be maintained in the format of Form No XVI as per CL (R&A) Central rules 1971 and available on CLC web page. If during any inspection, the attendance register is not found at the place of work, the contract is liable to be short closed/ terminated. “

**3. Wage record of contract workers –**

“The contractor should maintain a Wage Register against each work order in respect of the contract labourers deployed by him in that department. Wage Register shall be maintained in the format of Form No. XVII/XVIII as per CL (R&A) Central Rules 1971 and available on CLC web page. The Wage Register shall be based on the Attendance Register as mentioned

above. The Contractor shall issue Wage Slip to each contract worker, every month on the last day of the wage month. Wage slip shall be as per the CLC format available at CLC Web page. The Contractor shall pay wages not later than 7th of the succeeding month. The Wage Register shall bear the PF and ESI nos. of the workers.”

**4. Compliance of PF/ ESI deductions –**

“The Contractor shall file the electronic return of PF/ ESI and submit proof of payment of both the employer's and employees' contributions every month. (PF has to be remitted by 15th and ESI by 21st of the succeeding month.) Contractor shall submit the challan along with copy of a self certified list of contract workers (bearing their names and PF/ESI no. and deductions made) for whom the contribution has been submitted by him for the said period. Such list shall be displayed in the notice board of the department.”

**5. ESI card based Labour Entry –**

“Only those workers shall be allowed entry into Factory premises who have valid ESI card.”

**6. Smart Cards and E-tokens:**

Smart card will be made for workers to entry in the factory. For which contractor has to complete all formalities. If smart cards have been issued to the contractor for bringing workers inside the factory. Contractor has to ensure that the cards are not misused. Impersonation or holding back the cards are not returning the same to CLC in case of expiry of the validity or discontinuation of the service of the worker is totally unwarranted. Smart card is issued to a worker for a particular work order only. Worker should not be deployed for any work other than the one for which he has been issued the smart card. E-token has been created as a stop gap arrangement to ensure that the worker can enter the factory till he gets a smart card. E-token has been created as a stop gap arrangement to ensure that the worker can enter the factory till he gets a smart card. Tendency to repeatedly renew the e-token and not get the smart cards should be prevented. Contractor has to issue the e-tokens to the workers before the start of the shift and collect it back at the end of the shift. Only required quantity of smart cards and e-tokens should be requested. Hoarding of cards creates scarcity and unnecessary cost. Departments should ensure that their contractors get smart cards within 15 days beyond which e-token shall not be issued.

7. Contractors shall present the bill within reasonable time. Bill pertaining to period more than three months shall not be cleared by CLC. Such bills will require specific approval of GM (HR) for clearance. Bills more than 06months old will be cleared after bringing the same to the notice of ED.
8. System of job cards for works done under works contract shall be strictly adhered to.

**9. Uniform, shoes & helmet for contract workers-**

"In the first month of the execution of work order the contractor shall provide uniform, shoes & helmet to his workers and provide an undertaking on this regard to the department and the first bill shall be processed only on the production of the undertaking. In case of non-compliance beyond second month the contractor shall be issued notice of termination of contract."

**10. Supervision of Contractor labour-**

"The contractor should provide for at least one identified supervisor per shift. All issues regarding discipline at the works like work allocation, early exit, snacks distribution etc. are to be supervisor's personal responsibility. "

**11. Contract labour accidents while at work:-**

- a. After entering the Plant, safety rules must be followed by the contractor and respective labours. Any contract worker meeting with an accident while at work shall be provided all possible medical treatment available in Kasturba Hospital.
- b. Kasturba hospital shall raise the bill for the expenses incurred on the treatment of the worker.
- c. Cost of treatment to be deducted from the next bill of the contractor. There shall be no insistence on deposit of advance for the treatment.

"In case of medical emergencies faced by contract worker at work, medical facilities in the interest of the well-being of the worker shall be provided by BHEL. The decision of the doctors attending the emergency shall be final and binding. The cost incurred shall be deducted from the bills of the contractor. The Contractor shall complete the ESI formalities and BHEL shall submit claim of reimbursement of medical expenses to ESI. The amount reimbursed by ESI shall be paid back to the contractor."

**12. Prohibition on influencing and interfering on behalf of contractor-**

"The Contractor shall neither try to influence, chase or interfere into the working of BHEL officials nor engage BHEL employee or any other third person for the same. In case such incident does occur, it may lead to disqualification/debarring from the contract. Any contractor shall be debarred from consideration if any of his relations is working in the product/functional group in which the contract is being issued. Before issuing tender form to any contractor for limited tender enquiry a confirmation has to be given by contractor that none of his relations are working in that product/functional group."

**13. First and Final Bill to be cleared only after submission of Form VI A & VI B:**

"Contractor shall within 5 days of commencement /completion of Work Order submit Form VI A to RLC office. Contractor shall submit a copy of Form VI A bearing the receipt seal of RLC office to HR department. The first and final bill shall be processed only on clearance regarding submission of Form VI A and VI B by contractor. New Work order no. shall be allotted only after the contractor concerned furnishes copy of Form VI A regarding the closure of the earlier contracts (if any). "