

## **INSTRUCTIONS TO CONTRACTORS**

### **STATUTORY COMPLIANCES TO BE ENSURED BY Contractor**

- Ø BHEL shall have the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
- Ø The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
- Ø Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- Ø Contractor shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.
- Ø Contractor shall obtain Police Verification of all his workers.
- Ø Contractor 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 of the month \_\_\_\_\_20\_\_\_\_ and these workers are engaged in

\_\_\_\_\_(type of work) against work order  
no. \_\_\_\_\_ in \_\_\_\_\_(name of  
department).

Signature of Contractor

### **PAYMENT OF WAGES**

- Ø Contractor shall be responsible for making payment of wages through Bank/Cheque before expiry of 7 days from the last 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 contribution to the concerned authorities, the security deposit /other dues under the contract can be utilized by BHEL to discharge the liability of the contractor.

### **SAFETY AND DISCIPLINARY ACTION**

- Ø Contractor shall ensure that his employee do not indulge in any unsafe or hazardous practices. They use safety equipment such as safety belts, safety shoes, goggles, helmet and masks where use of such equipment is required in day-to-day operations. All such safety gadgets will be provided by the contractor failing which the contract operating division will provide safety equipment to such employee of the contractor at the cost of the contractor to be recovered from his bills. Contractor shall fully indemnify BHEL against any claim for damages for injury to person or property resulting from such accidents.
- Ø Contractor to ensure that employee deployed in the premises is physically and mentally fit and do not have any criminal record.
- Ø Contractor will be responsible for good conduct of his employees. In case of misconduct, contractor shall take prompt 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 have logo of the Contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the Cap shall be integral part of the uniform.
- Ø Contract awarded is liable for termination for any contravention of statutory provisions or any other reasons without assigning any explanation or notice to the contractor.
- Ø Contractor shall fully comply provisions of various applicable labour laws.

### **RECORDS & INFORMATION TO BE FURNISHED BY CONTRACTOR**

- Ø Contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities.
- Ø Contractor shall provide information as required in respect of all his employees employed by him to enable the contract operating division to monitor compliance of PF/ESI and also to enable him to furnish information to Ministry and Labour deptt. as may be required.
- Ø Contractor shall provide full particulars of each employee employed by him before start of the work and from time to time. 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**

- Ø Contractor shall fully comply provisions of various applicable labour laws provisions of the following enactments and other 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**

#### **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 Adhiniyam 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.