



Tender Documents For Supply of Semi-Skilled Labours on Contract basis

**BHARAT PUMPS & COMPRESSORS LIMITED
(A GOVT. OF INDIA ENTERPRISE)
NAINI, ALLAHABAD-211010**

Tender Documents

BPCL, NAINI, ALLAHABAD

**TENDER ENQUIRY NO. : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

DETAILS OF TENDER DOCUMENT

1. Nature of work :

- Assistance in Machining of Components
- Painting & Packing
- Office related tech./computer related CAD drawing work
- Maintenance Works

This tender is being floated based on the category of labours (Semi-Skilled). These labours need to be supplied as per requirement of BPCL in relation to the work specified above.

2. The tender document has been detailed as follows :

- a) Notice Inviting Tender (Annexure –A)
- b) Work Specifications (Annexure-B)
- c) Qualifying Requirements (Annexure-C)
- d) Instruction to Tenderers (Annexure-D)
- e) Tender Evaluation Criteria (Annexure-E)
- f) Contractor's obligations (Annexure-F)
- g) General Terms and Conditions (Annexure-G)
- h) Technical Bid Application (Annexure-H)
- i) Price Bid (Annexure-I)
- j) Contractor declaration Certificate (Annexure-J)
- k) Indemnity Bond Format, to be executed by successful bidder at the time of signing of contract agreement. (Annexure-K)
- l) Check List (Annexure-L : **must be submitted alongwith Technical bid**)
- m) Enclosures (I to VIII)

The duly filed in Technical Bid Application, Price bid Contractor declaration Certificate and Indemnity Bond, Check List (Annexure H, I, J, K & L) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions **with the signature and seal of the tenderer on all the pages and complete in all respects super scribed as "Quotation for Tender No.: BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P- DATED 31.01.2017** should reach us in a sealed cover on or before **10.03.2017 (14:00 hours)** through Registered /Speed Post & Courier addressed to Manager (HR) on below address or the same may be dropped in the tender box available at the following address :

Tender Box
HR Deptt. Administration Building
Bharat Pumps & Compressors Ltd.
Naini, Allahabad – 211010

NOTE : Dropping of tender in the Tender Box within schedule time and date is the responsibility of the bidder.

BPCL, NAINI, ALLAHABAD

**TENDER ENQUIRY NO. : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

**NOTE : CONTRACTORS SHOULD SUBMIT THREE SEPARATE SEALED ENVELOPES AS
FOLLOWS :**

ENVELOPE A-EMD, CHECK LIST & TECHNICAL BID, super scribed as technical bid with tender enquiry No.

ENVELOPE B – PRICE BID super scribed as price bid with tender enquiry No.

ENVELOPE C- PACKET CONTAINING ENVELOPE A & ENVELOPE B, super scribed as technical bid & price bid tender enquiry No.

IN CASE THE TECHNICAL BID & PRICE BID ARE FOUND IN ONE SINGLE ENVELOPE THEN THE “BID” IS LIABLE TO BE REJECTED.

INDEX OF TENDER DOCUMENTS

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NOTICE INVITING TENDER

**TENDER ENQUIRY NO. : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE: 31.01.2017**

Sealed tenders are invited in two bid system (Technical bid & Price bid) from the experienced and registered Firms/society and having a valid license for supply of Semi-Skilled labours.

Supply of man power (labours) for below stated nature of work :-

1. Nature of work :

- Assistance in Machining/Assembbly of Components
- Assistance in Maintenance Works
- Painting & Packing
- Office related technical/Computer related CAD drawing work.

- 1A Minimum qualification : ITI Course Certificate/certified Computer Diploma Course.
2. Approx No. of Man days (per year) : 21840 (Number of labours can be increased or decreased as per requirement of the Company)
3. Tender Evaluation Criteria : As per Annexure-E
4. Duration of the Contract : One year from the date of commencement of contract (which may be extended further period of one year depending upon the performance of the Contractor)
5. Other specific requirements : As per Tender
6. Tender documents will be availbale : From 10.02.2017 To 10.03.2017 upto 2:00 PM
7. Last date of submission of offer/ Date of opening of Technical Bid & EMD : 10.02.2017 upto 2:00 PM/
15:00 hours on 10.03.2017
8. Address for receipt/issue of Tender Documents : **Manager (HR)**
Bharat Pumps & Compressors Limited
Naini, Allahabad-211010
9. Earnest Money Deposit : Rs. 1,25,000.00 (Rupees One Lacs Twenty Five Thousand Only)
- a. EMD Rs. 1,25,000.00 (Rupees One Lacs Twenty Five Thousand Only) is to be submitted along with offer and is to be remitted in Cash (as permissible under Income Tax Act), Pay order or Demand Draft only, in favour of BPCL, NAINI, ALLAHABAD
- b. EMD shall not carry any interest.
- c. OFFER WITHOUT THE EMD WILL NOT BE CONSIDERED FOR EVALUATION

- d. EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
- 9A. EMD by the Tenderer will be forfeited as per Tender Documents if :
- i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
 - ii) If the tenderer do not deposit the amount of security within seven days from the date of Letter of Intent (LOI).
10. Cost of Tender Document : Rs.1,000.00 (Inclusive of Tax/Duty as applicable) Interested contractors may obtain the tender documents from Human Resource Department on cash payment of Rs. 1,000.00 from BPCL, NAINI, ALLAHABAD or interested contractor can also **download the tender document from our Company's website i.e. www.bharatpumps.co.in and submit the same alongwith Demand Draft of 1000/- in favour of BPCL, Naini, Allahabad alongwith technical bid.**
11. Security Deposit : Security Deposit is to be deposited by the successful tenderer. Security deposit of 10% of the work order value will have to be deposited.
- a. The security deposit should be deposited within seven days from the date of issue of Letter of Intent (LOI).
 - b. Security Deposit may be furnished in any one of the following forms :
 - o Pay Order, Demand Draft in favour of BPCL, Naini, Allahabad.
 - o Local cheques of scheduled banks, subject to realization.
 - o EMD of the successful tenderer can be converted and adjusted against the security deposit.
 - o The security deposit shall not carry any interest.
 - c. Security deposit shall not be refunded to the contractor except in accordance with the terms of the contract.

NOTE :

THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES, THEY MAY ALSO VISIT OUR WEBSITE www.bharatpumps.co.in FOR OTHER RELAVANT DETAILS.

I/We agree with the above

Signature of Contractor with Seal.

Work Specification

Semi-Skilled labours are required for routine of work in machining / assembly area, maintenance area, Quality Control, Engineering Department, Painting, Packing, Purchase Department & other Departments in different locations of the Company premises.

BPCL – NAINI, ALLAHABAD

**TENDER ENQUIRY NO : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

QUALIFYING REQUIREMENTS

1. Bidders have to quote for the category of man power (Semi-Skilled Labours). Part quoting in single category shall not be acceptable and will lead to disqualification of the bid. The lowest bidder shall be decided on overall lowest basis for Semi-Skilled Labours category taken as elaborated in the “Price Offer Form”. (ANNEXURE-I)
2.
 - i) **Average Annual financial** turnover during the last 2 years, ending 31st March of the previous year, should be at least 30% of the estimated cost of the tender.
 - ii) Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited should be either of the following :-
 - a. **Three similar completed works each costing not less than the amount equal to 40% of the estimated cost of the tender.**
 - Or**
 - b. **Two similar completed works each costing not less than the amount equal to 50% of the estimated cost of the tender.**
 - Or**
 - c. **One similar completed work, each costing not less than the amount equal to 80% of the estimated cost of the tender.**

Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid. Incase of experience in Private Sector relevant TDS Certificate must be attached as evidence.

Note: Similar works is defined as supply of man power services.

3. Contractor Declaration Certificate (as per Annexure-J) that he is not blacklisted/banned/delisted from Govt./PSU/BPCL on the date of tender.

I/We agree with the above

Signature of Contractor with Seal

BPCL - NAINI, ALLAHABAD

**TENDER ENQUIRY NO : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

INSTRUCTIONS TO TENDERERS

Above tender is in two part Bid System (Technical Bid & Price Bid).

The tender is to be processed in two parts viz.1) Technical bid (2) Price bid.

1. **Technical Bid Application, Contractor declaration Certificate & Check List (Annexure H, VI, J & L Separately) along with the instructions to the tenders (Annexure D), Contractor's Obligations (Annexure F), General Terms and Conditions (Annexure G) with the signature and seal of the tenderer on all the pages and complete in all respects must be submitted in one sealed envelope super scribed as "TECHNICAL BID FOR TENDER NO.".** The Contractor should submit the EMD as required and already specified in Clause No 11 of Annexure A as specified above, in original. The contractor should also attach separate demand draft of Rs. 1000/- in favour of BPCL, Naini, Allahabad, alongwith technical bid against cost of tender document, if downloaded from Company's website.
2. **The second envelope duly sealed should contain the price bid (Annexure-I) only super scribed as "PRICE BID FOR TENDER NO. Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical bid only not in the Price bid. (The Price bid envelope should contain the rates only).**

Offers not in line with the above procedure or quoted in any other format is liable to be rejected.

3. All the above two envelope (Technical bid & Price bid) sealed in another envelope marked as Envelope C and super scribed as "BID FOR TENDER ENQUIRY NO. DUE DATE OF OPENING....."
4. The same should be dropped in the tender box kept in the HUMAN RESOURCE DEPARTMENT, Administrative Building, BPCL, NAINI, ALLAHABAD, within the specified date and time by the representative of the tenderer.
5. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's /clients place by authorized officials, price bids of only those tenderers who are found technically suitable will be opened on a subsequent date which will be informed to the concerned whose technical bid has been accepted, in advance for witnessing the Price Bid opening.
6. All entries in the tender document should be preferably in one ink. Corrections, over writing, cuttings, etc. may not be permitted. Such correction, over writing, cutting if any shall be counter signed by the tenderer. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the tenderer before submission.
7. The price should be quoted in figures as well as in words. In case of anomaly the price in words will prevail. Price quoted in Price Bid shall be inclusive of all taxes & duties.
However service Tax shall be payable extra as applicable.
8. The rate quoted will be firm for the period of one year contract. Offer must have validity of 03 months from the date of tender opening.

9. The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutually agreed terms and conditions.

I/We agree with the above

Signature of Contractor with Seal

NOTE (A) CONDITIONS FOR PRICE BID ANNEXURE "T" ENQUIRY NO.

**TENDER ENQUIRY NO. : BPCL/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

1. TECHNICAL BID, EMD AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES AS ALREADY MENTIONED IN ANNEXURE-D CLAUSE NO. 1,2,3 & 4 FAILING WHICH THE "BIDS" ARE LIABLE TO BE REJECTED.
2. IF ANY MODIFICATION IS MADE BY THE BIDDER IN THE PRICE BID FORMAT THEN THE OFFER MAY BE REJECTED.
3. CONTRACTOR HAS TO COMPLY WITH PAYMENT OF MINIMUM WAGES AND OTHER STATUTORY LEVIES AS PER PROVISION OF THE RESPECTIVE ACTS.

NOTE (B) GUIDELINES FOR DEALING WITH "DISCREPANCY IN WORDS & FIGURES – QUOTED IN PRICE BID"

IN CASE OF NON-CONFORMITIES/ERRORS/DISCREPANCIES ARE OBSERVED BETWEEN THE QUOTED PRICES IN FIGURES AND THAT IN WORDS, FOLLOWING GUIDELINES ARE TO BE FOLLOWED:-

- a) IN THE PRICE STRUCTURE QUOTED FOR SERVICE CONTRACT, IF THERE IS DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE (WHICH IS OBTAINED BY MULTIPLYING THE UNIT PRICE BY THE QUANTITY), THE UNIT PRICE SHALL PREVAIL AND THE TOTAL PRICE CORRECTED ACCORDINGLY, UNLESS IN THE OPINION OF THE TENDERER THERE IS AN OBVIOUS MISPLACEMENT OF THE DECIMAL POINT IN THE UNIT PRICE, IN WHICH CASE THE TOTAL PRICE AS QUOTED SHALL BE GOVERN AND THE UNIT PRICE CORRECTED ACCORDINGLY.
- b) IF THERE IS AN ERROR IN A TOTAL CORRESPONDING TO THE ADDITION OR SUBTRACTION OF SUBTOTALS, THE SUBTOTALS SHALL PREVAIL AND THE TOTAL SHALL BE CORRECTED.
- c) IF THERE IS A DISCREPANCY BETWEEN WORDS AND FIGURES, THE AMOUNT IN WORDS SHALL PREVAIL, UNLESS THE AMOUNT EXPRESSED IN WORDS IS RELATED TO AN ARITHMETIC ERROR, IN WHICH CASE THE AMOUNT IN FIGURES SHALL PREVAIL SUBJECT OF (a) AND (b) ABOVE.
- d) IF THERE IS SUCH DISCREPANCY IN AN OFFER, THE SAME SHALL BE CONVEYED TO THE BIDDER WITH TARGET DATE UPTO WHICH THE BIDDER HAS TO SEND HIS ACCEPTANCE ON THE ABOVE LINES AND IF THE BIDDER DOES NOT AGREE TO THE DECISION OF THE TENDERER, THE BID IS LIABLE TO BE IGNORED.

IN CASE MORE THAN ONE CONTRACTOR QUOTED THE L -1 (LOWEST AND TECHNICALLY ACCEPTED) RATES, THE WORK MAY BE AWARDED THROUGH DRAW OF LOTS.

I/We agree with above and all other terms & conditions of the contract.

Date :

Signature & Name of Contractor with Seal.

BPCL – NAINI, ALLAHABAD

**TENDER ENQUIRY NO : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

TENDER EVALUATION CRITERIA

The evaluation of the Tender will be carried out as follows :

1. BPCL Officials may visit the tenderer’s office & their client’s place to evaluate the capability and assess their performance.
2. Successful technical bid qualified tenderers after the above process only will be invited for opening of the price bid.
3. The contract shall be awarded to a single party on over all L-1 basis of service charges. Service charges includes payment for all statutory dues (refer Annexure – G, clause 3.7). The quoted service charges shall be valid for one year period of contract.

I/We agree with the above.

Signature of Contractor with Seal.

BPCL – NAINI, ALLAHABAD

TENDER ENQUIRY NO : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017

CONTRACTOR’S OBLIGATIONS

CONTRACTUAL :

Towards selection, control and supervision of their labourers.

- a) Contractor **shall be responsible for proper qualification and fulfillment of contractual obligation for his labours.** Normal working time for one man day is 8 hours. BPCL operates in three shifts. The persons deployed by the contractor may be required to work in any shift as per instruction of contracting department/BPCL. Labours has to report in time as per shift allotment. Entry after 10 minutes beyond shift start time, will be considered late by the concerned departments and consequently the labour wage shall be deducted accordingly from the bills of the contractor. If a person is required to stay beyond the normal working hours/odd hours and weekly closed days and on holidays, the contractor must arrange the labourers as per requirement and by compensating them with duty off on some other working days.
- b) Contractor to ensure that the labours deployed in the premises of BPCL are **physically and mentally fit and do not have any criminal record.** Such employees should **possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.**
- c) Contractor to **maintain appropriate records of his labourers** deployed to carry out the job (s). He should maintain unique labour number for his labours. Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities.
- d) Contractor shall ensure Personal Accident Insurance Policy of Contract Workers from (Govt. under taking Company) at his own cost. This policy should take care of all liabilities of the contractor under employee’s Compensation Act.
- e) Contractor **will be liable for any pilorage/loss to BPCL** due to acts of omission and commission by his labourers.
- f) The contractor has to provide to his workers two sets of uniform (As approved by BPCL) shoes & uniform stitching charges with in two months after awarding the contract. The uniform shall be kept in neat, tidy and wearable condition.
- g) Contractor to ensure that **all precautions are taken for safety** of his labourers and equipments.
- h) In the event of termination of contract for any reason whatsoever, the **contractor shall withdraw all his labourers** from the establishment of BPCL. In case contractor decides to terminate services of his labourers, he **should settle all terminal dues required within a month.**

- i) Contractor shall within 5 days of commencement/completion of work order submit Form VI-A (enclosure-V) (**Notice of commencement/completion of contract work**) as per **CL (R&A) Act to statutory authority and copy** to BPCL. The first & final bill shall be processed only on clearance regarding submission of Form VI-A(enclosure-V) & VI-B (enclosure-VI) by contractor.
- j) The rest room facility, first-aid facility, fresh drinking water and washing facility, urinal and latrine facility as per the contract labour (Regulation & Abolition) Act 1970 are available with principal employer works. The available Canteen facility to labours shall be provided on full charges basis (charges to be decided from time to time).
- k) The contractor shall hold and submit a copy of the license obtained as per the format FORM –VI prescribed under rule 25 of contract labour (Regulation and Abolition) Central Rules 1971.
- l) Contractor will make all the payments to the labourers in time preferably through bank in their respective Banks accounts.

Towards statutory liability

- a) Contractor shall comply with all terms and conditions mentioned in Annexure ‘G’ of this tender document.
- b) Contractor shall indemnify BPCL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him (as per Annexure-K enclosed).
- c) Contractor shall be responsible for making payment of wages before expiry of 7 days for the last day of wage period (wage period shall be from 1st days of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
- d) Contractor should obtain license under the provisions of CL (R & A) Act.
- e) Contractor to arrange his own finance for carrying out the job of providing man power services.

I/We agree with the above.

Signature of Contractor with Seal

BPCL – NAINI, ALLAHABAD

**TENDER ENQUIRY NO : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

**GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF
CONTRACT LABOURS UNDER SERVICE**

1. LABOUR LICENCE AND OTHER REQUIREMENTS :-

- 1.0 Contractor should obtain Labour license, from the Appropriate Government (Central Govt.) for carrying out the various activities mentioned in the tender document.
- 1.1 The contractor shall deploy such number of workers in the premises of BPCL, ALLAHABAD, as required for completion of the contract.
- 1.2 In case the number of labour deployed by the contractor in premises of BPCL, ALLAHABAD exceeds the number of labour allowed in the licence then the contractor shall immediately inform the HR department and concerned department. The contractor shall also apply to the licensing officer in the region for amendment in the licence within 7 days of exceeding the number of labours mentioned in the licence.

2. APPOINTMENT AND ENTRY IN FACTORY PREMISES :-

- 2.1 The contractor shall submit the following to HR, contracting department and SECURITY.
 - (a) The details of the worker proposed to be deployed in enclosure-I.
 - (b) Contractor to note that the contract labours who have indentified with misconduct/indiscipline activities in past supply of labours will not be allowed in any circumstances.
 - (c) The contractor will ensure police verification of the workers engaged.
 - (d) Copy of employment card issued by contractor to his own worker in enclosure-II. The contractor will ensure allocation of unique employee number for each worker which shall not be transferable.
- 2.2 The contractor shall issue photo identity card for entry of contract labour in the company (counter signed by Head of HR department). Contract labours has to carry this identity card for verification and permission by security at the time of entry & exit at main gate.
- 2.3 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R &A) Central Rules. A copy of this format is attached as enclosure-III.

2.4 BASIS OF PAYMENT TO CONTRACTOR

1. Payments will be made to the contractor on the basis of bills for ATTENDANCE OF LABOURS deployed and Tax Invoice submitted by contractor or his authorized representative.
2. All payments will be subject to deduction of Income Tax at source as per Income Tax as per the applicable Rules.

3. BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES :-

- 3.1 The contractor shall pay minimum wages as applicable, under minimum wages act 1948.
- 3.2 BPCL will reimburse to the contractor for following :
 - i) Minimum Wages.
 - ii) Contractor's contribution to the statutory funds like PF & ESI.
 - iii) BPCL will reimburse any increase in minimum wages due to revision in Basic Pay or DA notified by appropriate government from time to time.
- 3.3 The contractor shall submit bills to the contracting department on or before 7th of each month.
- 3.4 The contractor bills should be accompanied with the following :
 - a) The contractor should maintain attendance register by recording daily attendance of the contract worker.
 - b) Statement of Minimum Wages of labours deployed by him under the Service contract, PF/ESI No., statutory deductions etc. in the format as in **enclosure-IV** to these terms and conditions.
 - c) Payment of statutory contributions like PF, ESI, Service Tax etc. shall be reimbursed to the contractor on submission of challans/proof of payment of the same for the previous month.
- 3.5 Finance department shall, on satisfactory compliance and after deduction of TDS will make payment to the contractor within 10 (TEN) days of submission of bill by the contractor.
- 3.6 The contractor shall issue pay slips to his workers, for the month or part thereof deployed for undertaking activities under the Service Contract, at least a day prior to disbursement of wages.

3.7 **BPCL shall reimburse to contractors only monthly payment against minimum wages, PF Contributions and ESI Contributions. The payment of all other statutory dues including Bonus, Gratuity, Leave Encashment and Workman's compensation and other expenses like Uniforms, Shoes, preparation of their identity cards will be the sole responsibility of the contractors on his own expense to be covered in quoted service charges** and contractor shall abide by the provisions of various labour legislation including weekly off and working hours. The contractor shall pay wages to the labours on or before the 7th of every succeeding month, irrespective of delay of bill by BPC Ltd. for whatever reason. Further the contractor shall ensure compliance of various labour laws/direct and indirect Taxation and other Laws/Enactments as applicable to such type of contract but not limited to the following and their re-enactments/modifications and amendments also :

- i. Contact labour (Regulation & Abolition) Act, 1970
- ii. Employees Provident Fund & Miscellaneous Provisions Act, 1952
- iii. Employees State Insurance Act, 1948
- iv. Factories Act, 1948
- v. Payment of Wages Act, 1936
- vi. Payment of Bonus Act, 1965
- vii. Payment of Gratuity Act, 1972
- viii. Industrial Dispute Act, 1947
- ix. Workmen's Compensation Act, 1923

3.8 If the contractors fails to pay the Bonus and leave encashment to the labours supplied in the Company within the stipulated period then the Company will deduct the amount from the security deposit/bills of the contractor and will pay the Bonus and leave encashment amount to the contract labour(s).

3.9 Contractor will make all the payments to the labourers in time preferably through Bank in their respective Bank Accounts.

4. EMPLOYEES STATE INSURANCE CORPORATION :

4.0 The Contractor should allot ESI account number and get the nomination form, duly filled in, from each labour deployed by him at the time of joining.

4.1 At the time of joining the contractor shall get the self/family registration form filled by the labours and submit to the local ESI office.

4.2 The contractor shall facilitate collection of issued ESI cards by his labours.

4.3 Contractor shall fully comply provisions of various applicable labour laws and all other enactments as applicable for such contracts.

5. MEDICAL CARE IN CASE OF ACCIDENT :

- a) It is the responsibility of the contractor to undertake necessary care and make arrangement for transportation and the treatment of his labourer at ESI Hospital.
- b) Contractor should assist and guide his labourers for claiming lawful benefits from ESI.

6. DISCIPLINE :

- 6.1 The Contractor shall be responsible for the discipline of his own labours, deployed under the service contract. In case of any loss to the BPCL, ALLAHABAD on account of indiscipline of contract labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 6.2 The Contractor shall not employ and person who has not completed his 18 years of age and person who has attained 60 years of age.
- 6.3 The contractor, on advice of authorized BPCL, ALLAHABAD official, shall immediately remove any person supplied by him, who may be involved in any misconduct/indiscipline activities. Such person shall not be re-employed in BPCL, ALLAHABAD by the contractor without prior permission.

7 INDEMNITY BOND/COMPLIANCE OF LEGAL PROVISION :

- 7.1 BPCL, ALLAHABAD shall not be liable for any compensation whatsoever in the case of accident/injury to the person employed by the contractor coming in the premises of BPCL, ALLAHABAD. Contractor shall pay all claims/compensation/damages/penalty/fine or any amount payable to the individual/authorities payable due to accident/injury to the person employed by the Contractor.

8 OTHER GENERAL TERMS AND CONDITION :

8.1 Legal compliance :

The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc. , as provided under the contract labour (Regulation & abolition) Act, 1970.

The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.

- 8.2 The contractor has to provide all amenities required to be provided by them under the contract labour (Regulation & Abolition) Act, 1970, for the benefits of the contract labour engaged by him within the time prescribed. In case the contractor wants to use BPCL's facilities for above purpose, like canteen etc, BPCL, at its sole discretion, may allow the use of such facility at the applicable rate. The Principal Employer is authorized to deduct all expenses incurred by him in providing the amenity under the above said Acts from the running bill/final bill/any amount payable to the Contractor under the Contract or as a debit payable by the Contractor to Principal Employer.
- 8.3 The Contractor shall compensate BPCL for any loss or damage to the plant/property, material of BPCL due to his workmen/representatives negligence or otherwise during execution of work.
- 8.4 In the event of contractor abandoning the work, BPCL shall have a right to get the work done at contractor's risk and cost. BPCL shall have right to terminate the contract at any time without assigning any reason thereof.
- 8.5 Security deposit will be released on successful completion of the contract and compliance of all statutory requirements.

9 CONFIDENTIALITY :

The parties agree & acknowledge that in the course of their discussions and interaction, BPCL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized labour's strictly on a need know basis, without the prior written permission of BPCL.

9.1 (A) TERMINATION

BPCL reserves the right to terminate contract awarded for any contravention of statutory provision or for any other reasons without assigning any explanation or notice to the contractor.

9.2 (B) SUSPENSION

BPCL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations unit ordered in writing to resume such performance by the same authority that ordered for suspension.

9.3 JURISDICTION:

Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of ALLAHABAD Court only.

9.4 ARBITRATION :

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Chief Executive Officer – BPCL, NAINI, ALLAHABAD.

The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be at ALLAHABAD in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of ALLAHABAD Court.

The company reserves the right to reject any or all the tenders and can allot the work in part or full to any contractor or may divide the work amongst tenderers without assigning any reason thereof.

I/We agree with above

Signature of Contractor with Seal.

BPCL – NAINI, ALLAHABAD

**TENDER ENQUIRY NO : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

PROFORMA FOR SUBMITTING TECHNICAL BID FOR -----

1. Name of the Firm : (Essential)
2. Name of the Proprietor/Partners/Directors : (Essential)
3. Address and Contract Numbers : (Essential)
4. Registration Number : (Essential)
Copy of the Certificate : Enclosed / Not Enclosed
5. Labour Licence Number : (Essential)
Copy of the Licence : Enclosed / Not Enclosed
6. PF Code Number : (Essential)
Copy of the Certificate : Enclosed / Not Enclosed
7. ESI Code Number : (Essential)
Copy of the Certificate : Enclosed / Not Enclosed
8. 1. PAN/TAN Number : (Essential)
2. Income Tax return last 03 years : Enclosed / Not Enclosed (Essential)
9. Service Tax Number (PAN Based) : (Essential)
10. VAT/TIN Number : (Essential)
(To be submitted only in case where Enclosed / Not Enclosed
material transaction is involved)
11. Experience Certificate : Enclosed / Not Enclosed (Essential)
12. No. of Workers Including Supervisors on the rolls of the firm : (Essential)
13. Earnest Money Deposit : Rs. (Essential)
a) DD Number & Date Date
b) Drawn on (Bank)
14. Any other relevant information :

- 15. Validity of offer : 90 days from the date of tender opening
- 16. Blank Price Bid format (Annexure-I) : Enclosed / Not Enclosed
(Essential)
- 17. Conduct & discipline (Character :
Certificate) of the contractor from the
Competent Authority i.e. District
Magistrate.
- 18. Proof showing atleast one currently valid :
Contract in similar field. (Essential)

We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

Signature with Name
& Office Seal

Date :

NOTE TECHNICAL BID AND FINANCIAL BID SHOULD BE SUBMITTED IN
: SEPARATE SEALED ENVELOPS IN CASE THE BIDS ARE FOUND IN ONE
SINGLE ENVELOPE THEN THE “BIDS” ARE LIABLE TO BE REJECTED.

BPCL – NAINI, ALLAHABAD

**TENDER ENQUIRY NO : BPC/HR/WORKS CONTRACT/SEMI-SKILLED/1/2017-18/P-
DATE : 31.01.2017**

PRICE BID FORM		
		Semi-Skilled
1.	Required Tentative Manpower as per Annexure	70
2.	Man days per year (wage on 26 man days in a months)	21840
3.	Min wage per day = (Basic + DA)	X
4.	PF @ 13.61 % or Minimum Wage (Contractor's Contribution) of Point No. 3	X
5.	ESI @ 4.75% of Minimum Wage (Contractor's Contribution) of Point No. 3	X
6.	Sum total of wage cost per labour per day (Point No. 3+4+5)	X
7.	Total amount of wages per head of one month = (Col. 6X26 days)	X
8.	Total wages for one month to all labour (Col. 7XCol. 1)	X
9.	Monthly service charge of all labour, in percent and amount (in%) both (Amount in Rs.)	X
10.	Total cost of contract for one year (Col. 8 + Col. 9 X 12 months)	X
11.	Service Tax as applicable	X
Grand Total = Total cost of contract + Service Tax (Point No. 10+11)		X
Formula for determination of L-1 (The contractor's minimum monthly service charge (Point No. 9) will be considered as the lowest bidder)		

NOTE 1 : The manpower strength shown above is indicative only. The actual deployment may vary.

NOTE 2 : Space marked X to be filled by the contractor.

NOTE 3 : There should not be any overwriting. The rates quoted by the tenderers should not be less than the prevailing rate of minimum wages in Uttar Pradesh. If the rates quoted by the tenderer is found less than the rates prescribed by the Uttar Pradesh labour authorities then the offer of the tenderer is laible to be rejected, also the tenderers are advised to take into account all other factors of payment while quoting their rates.

Signature & Seal of Contractor.

CONTRACTOR DECLARATION CERTIFICATE

Certified that we M/s. is not black listed/banned/delisted from Govt./PSU/BPCL on the date of tender.

Signature & Seal of Contractor

(To be notarised on non-judicial stamp paper of Rs. 100/-)

INDEMNITY BOND

This is deed of indemnity made on this day of, 2017 by (Name of the Firm) having its registered office atand represented through (hereinafter called the contractor) in favour of Bharat Pumps & Compressors Limited, having its registered office a Bharat Pumps & Compressors Limited, Mirzapur Road, Naini, Allahabad-211010 (hereinafter referred to as the Principal Employer).

Whereas, the Principal Employer and the Contractor have entered into a Contract No. dated Under which the contractor has agreed to undertake supply of labours (Semi-Skilled) on the terms & conditions stipulated under the contract and whereas, the Principal Employer has agreed to issue Form-V prescribed under Contract Labours (Regulation and Abolition) Act, 1970 to the Contractor's for the purpose of enabling them to obtain the necessary license on condition that the Contractor should execute the indemnity Bond in favour of the Principal Employer in the manner hereinafter appearing and should also submit the full name and address of persons deployed under said contract only.

NOW THIS DEED WITNESSES AS FOLLOWS :

This is consideration of the Principal Employer issuing the requisite certificate in Form-V prescribed under rules of Contract Labour (Regulation and Abolition) Act, 1970 to the Contractor as and when a request to issue such a certificate is made by the Contractor in relation to the said works, the Contractor hereby agrees as under :

01. That the Contractor undertakes and declares that he will abide by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Factories Act, 1948, Workmen Compensation Act, 1923, Employees Provident Funds and Miscellaneous Provisions Act, 1952, The Payment of Bonus Act, 1965, The Payment of Gratuity Act, 1972, The Employee State Insurance Act, 1948 etc. and all rules framed under the above Acts and further guarantees for the faithful discharge of its duties and liabilities under the above said Acts and rules. Further the Contractor hereby declares and undertakes to indemnify the Principal Employer against any loss, claim, damages, demands or lien caused to the principal employer by any Act or action or omission of the Contractor under the said Contract.
02. **BPCL shall reimburse to contractors only monthly payment against minimum wages, PF Contributions and ESI contributions. The payment of all other statutory dues including Bonus, Gratuity, Leave Encashment and Employee's compensation and other expenses like uniforms, shoes, preparation of their identity cards will be the sole responsibility of the contractor on his own expense to be covered in quoted service charges** and contractor shall abide by the provisions of various labour legislation including weekly off and working hours. The contractor shall pay wages to the labours on or before the 7th of every succeeding month, irrespective of delay in payment of bill by BPC Ltd. for whatever reason. Further the contractor shall ensure compliance of various labour laws/direct and indirect Taxation and other Laws/enactments as applicable to such type of contract but not limited to the following and their re-enactments/modifications and amendments also :

- a) Contract labour (Regulation & Abolition) Act 1970
- b) Employees Provident Fund & Miscellaneous Provisions Act 1952.
- c) Employees State Insurance Act 1948.
- d) Factories Act 1948
- e) Payment of Wages Act 1936
- f) Payment of Bonus Act 1965
- g) Payment of Gratuity Act 1972
- h) Industrial Dispute Act 1947
- i) Employee's Compensation Act 1923

- 03. That if the Contractor fails to provide any amenity required to be provided by them under the above said Acts, for the benefits of the contract labour engaged by him within the time prescribed, the Principal Employer is hereby authorized to deduct all expenses incurred by him in providing the amenity under the above said Acts from the running bill/final bill/ any amount payable to the Contractor under the Contract or as debit payable by the Contractor to Principal Employer.
- 04. That this Indemnity given by the Contractor to the Principal Employer to indemnify all the expenses as mentioned above in respect of work awarded to and executed by the Contractor.
- 05. That the contractor indemnifies the Principal Employer all losses that he (Principal Employer) may incur due to any negligence, fraud, misrepresentation, theft, any other Act done of omission or commission or in violation of any statutory provisions or instructions by the Contractor or the employees deployed by the contractor in terms of this contract.
- 06. That the Contractor shall pay all claims/compensation/damages/penalty/fine or any amount payable to the individual/authorities payable due to accident/injury to the person employed by the Contractor under this contract.
- 07. That the contractor shall not disclose any information of confidential proprietary nature relating to principal employer's business, products know- how, technology, customers, employees and other financial information to any third party, that he may come to know in the course of discussions interactions or in course of execution of this contract.

Such information shall be considered as confidential. The contractor agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized personnel's strictly on a need know basis, without the prior written permission of BPCL.

- 08. The expressions Principal Employer and Contractor shall be given the meaning as assigned to them under the Contract Labour (Regulation & Abolition) Act, 1970 and shall include its successor assigns, heir and representatives.

As witnesses, we (Contractor) have hereby signed at Allahabad on the day of month 2017.

Witness :

For and on behalf of

- 1. (Contractor)
- 2. Signature & Seal of the Contractor

CHECK LIST

Please write Yes if the clause is accepted by you and write No if rejected.

S. No.	Clause	Yes / No.
1.	Technical Bid Application, Contractor declaration Certificate and Indemnity Bond (Annexure H & J separately) along with the instructions to the tenders (Annexure D), Contractor’s obligations (Annexure F), General Terms and Conditions (Annexure G) with the signature and seal of the tenderer on all the pages and complete in all respects must be submitted in one sealed envelope super scribed as “TECHNICAL BID FOR TENDER NO.	
2.	The bid, should contain the EMD as required and already specified in Clause No. 9 of Annexure A as specified above, in original in technical bid.	
3.	The second envelope duly sealed should contain the price bid (Annexure-I) only super scribed as “PRICE BID FOR TENDER NO.....	
4.	Any other credentials, which the tenderer wishes to submit must be enclosed with the Technical Bid only and not in the PRICE BID. The financial bid envelope should contain duly filled-in price bid form.	
5.	Offers not in line with the above procedure or quoted in any other format is liable to be rejected.	
6.	The technical bid along with EMD should be duly sealed in one envelope marked as Envelope A and price bid should be duly sealed in second envelope marked as Envelope B. All the two sealed envelopes than should be kept in another sealed envelope marked as Envelope C and super scribed as “TENDER FOR TENDER NO..... DUE DATE OF OPENING The same should be dropped in the tender box kept in the Human Resource Department, Administrative Building, BPCL, NAINI, ALLAHABAD, within the specified date and time by the representative of the tenderer.	
7.	The rate quoted will be firm for the period of contract. Offer must have validity of 03 months from the date of tender opening.	
8.	If any modification is made by the bidder in the financial bid offer format then the offer may be rejected.	
9.	EMD Rs. 1,25,000.00 (Rupees One Lac Twenty Five Thousand Only) has been submitted along with Pay order or Demand Draft only, in favour of BPCL, ALLAHABAD.	

10.	<p>EMD by the Tenderer will be forfeited as per Tender Documents if:</p> <p>I. After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.</p> <p>II. The tenderer does not commence the work within the period as per LOI/Contract. In case the LOI/contract is silent in this regard then within 15 days after award of contract.</p>	
11.	The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutually agreed terms and conditions.	
12.	Security Deposit 10% of total order value will be submitted from the successful tenderer before start of the work by the contractor.	
13.	Security deposit will be released on successful completion of the contract and compliance of all statutory requirements.	
14.	<p>Bidders have to quote for all the both categories of man power (Un-Skilled Labour and Semi-Skilled Labours).</p> <p>Part quoting in any category shall not be acceptable and will lead to disqualification of the bid. The lowest bidder shall be decided on overall lowest basis for all the category taken together as elaborated in the “PRICE BID Form.”</p>	
15.	Average Annual financial turnover during the last 2 years, ending 31 st March of the previous year, should be at least 30% of the estimated cost of the tender, in line with clause 2 (i) of Annexure –C.	
16.	<p>Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited should be either of the following :-</p> <p>a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost of the tender.</p> <p>Or</p> <p>b) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost of the tender.</p> <p>Or</p> <p>c) One similar completed work, each costing not less than the amount equal to 80% of the estimated cost of the tender .</p> <p>Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid.</p>	
17.	Contractor has submitted Contractor Declaration Certificate (as per Annexure- J) that he is not blacklisted/banned/delisted from Govt. /PUS/BPCL on the date of tender. Self Declaration that he is not blacklisted/under hold from BPCL, ALLAHABAD or banned by any unit/region/office of BPCL.	

18.	Contractor shall indemnify BPCL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him (as per Annexure-K enclosed)	
19.	Successful technically qualified bidders only will be invited during opening of Financial Bid, accordingly contract will be awarded to a single contractor on overall L-1 basis as shown in the calculation in Price Bid Form – Annexure – I.	
20.	Contractor shall fully comply provisions of various applicable labour laws and all other enactments as applicable for such contracts.	
21.	In the event of contractor abandoning the work, BPCL shall have a right to get the work done at contractor's risk and cost. BPCL shall have a right to terminate the contract at any time without assigning any reason thereof.	
22.	<p>The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc. as provided under the contract labour (Regulation & Abolition) Act, 1970.</p> <p>The Contractor shall also be liable to comply with all other Labour and Industrial Laws and such other Acts and statutes (including Factories Act. Payment of Bonus Act, minimum wages Act. etc.). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.</p>	
23.	The Work Specification as detailed in Annexure –B of the tender document is acceptable to the Contractor & required man power for carrying out the work as detailed in Annexure – B, will be supplied.	

Sing. & Seal of the Contractor

गेट पास आवेदन पत्र

(ठेकेदार के कर्मचारियों/आपूर्तिकर्ताओं/कोरियर सेवा कर्मचारी आदि के उपयोग हेतु)

ठेकेदार का नाम :
कार्य का स्वरूप :
कार्य आदेश सं./दिनांक :
कार्य आदेश अवधि :
कार्य स्थल (विभाग) :
गेट का नाम जिससे प्रवेश/वहिर्गमन होगा :
कर्मचारी की ड्यूटी का समय :

(संविदा श्रमिक का व्यक्तिगत विवरण)

(एक से अधिक संविदा श्रमिकों के आवेदन हेतु अलग से सूची संलग्न करें)

संविदा श्रमिक का नाम जन्मतिथि/आयु
पिता का नाम पहचान चिन्ह
स्थायी पता वर्तमान पता
शैक्षिक योग्यता
भविष्य निधि खाता संख्या कर्मचारी रा बी निगम खाता संख्या

Passport
size Photo

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शोप प्रभारी के हस्ताक्षर (दिनांक एवं मुहर सहित)
आवंटित गेट पास संख्या दिनांक
ठेकेदार या उसके सुपरवाइजर के हस्ताक्षर (दिनांक एवं मुहर सहित)
हस्ताक्षर आवंटनकर्ता

विभागाध्यक्ष – मा.सं./सं.श्र.प्र. प्रभारी के हस्ताक्षर (दिनांक एवं मुहर सहित)

सुरक्षा विभाग द्वारा भरने के लिए

पासों के विचाराधीन रहने तक से तक श्री
नियोजक को कारखाने में प्रवेश हेतु अनुमति दी जाती है। पास संख्या जारी होने की तिथि से दिनांक तक ही वैध होगी।

हस्ताक्षर
सुरक्षा प्रभारी
बी.पी.सी.एल., नैनी, इलाहाबाद (उ०प्र०)

FORM – XIV
(See Rule 76)
Employment Card

Name and address of contractor

Name and address of establishment
in/under which contract is carried on

Name of work and location of work

Name and address of principal employer

1. Name of the workman
2. Serial number in the register of workman employed
3. Name of employment/designation
4. Wage rate (with particulars) of unit in case of piece works.....
5. Wage period
6. Tenure of employment
7. Remarks

Signature of Contractor

FORM – XIII
(See Rule 75)

Register of Workmen Employed by Contractor

Name and address of Contractor -----

Nature and location of work -----

Name and address of establishment in/under which contract is carried on

Name and address of Principal Employer -----

S. No.	Name and surname of workman	Age and Sex	Father's/ Husband's Name	Nature of Employment/ Designation	Permanent Home Address of workman (Village and Tahsil/Taluka and District)
1	2	3	4	5	6

Local Address	Date of commencement of employment	Signature or thumb-impression of workman	Date of termination of employment	Reasons for termination	Remarks.
7	8	9	10	11	12

FORM – XVII
See Rule 78 (1) (a) (i)

Register of Wages

Name and Address of Contractor -----

Nature and location of work -----

Name and address of establishment in/under which contract is carried on -----

Name and address of Principal Employer -----

Wage period : Monthly -----

S. No.	Name of workman	S. No. in the register of workman	Designation/ nature of work done	No. of days worked	Units of work done	Daily rate of wages/ piece rate	Basic wages	Deadness Allowance
1	2	3	4	5	6	7	8	9

Over time	Other cash payments (Nature of payment to be indicated)	Total	Deductions if any (indicate nature)	Net amount paid	Signature/ Thumb impression of workman	Initial of Contractor or his representative
10	11	12	13	14	15	16

FORM – VI-A
See Rule 25 (2) (viii)

Contract Labour (R & A) Central Rules – 1971

Notice of Commencement / Completion of Contract Work

I/We, Shri/Messers. (Name and Address of Contractor) herewith intimate that the contract work (Name of Work) in the establishment of (Name and Address of the Principal Employer) for which Licence No. dated..... has been issued to me/us by the Licensing Officer (Name of the headquarter), has been connected/completed with effect from (date)/on date).

Signature of Contractor(s)

To,

The Inspector,

Contract Labour (Regulation & Abolition) Central Rules

FORM – VI-B

See Rule 81 (3)

Notice of commencement / completion of Contract Work

- (1) Name of the principal employer and address : -----
- (2) No. and date of certificate of Registration: -----
- (3) I/We hereby intimate that the contract work : -----(Name of work) given of -----(name and address to the contractor) having licence No. ----- dated ----- has been commenced/completed with effect from -----(date)/on -----(date).

Signature of Contractor(s)

To,

The Inspector,

FORMATS OF DOCUMENTS/RECORDS TO BE MAINTAINED BY THE CONTRACTOR

FORM-VI

Sec 12 & 13 CL (R&A) Act, 1970
Rule 25 CL (R &A) Rules, 1971
Govt. of India
Office of the licensing Officer

License No. Date Fee Paid Rs. :/-

L I C E N S E

1. License is hereby granted to ----- under sec 12(1) of the contract labour (Regulation & Abolition) Act, 1970, subject to the conditions specified in annexure.
2. This license is for doing the work of (nature to be indicated) in the establishment (name of the principal employer to be indicated) of (place of work to be indicated)
3. The license shall remain in force till -----

Date : -----

Signature & Seal of the licensing Officer

FORM - XXIV

Rule 82 (1) of CL (R&A) Rules, 1971

Return to be sent by the contractor to the licensing officer

Half year ending

1. Name and address of the contractor :
2. Name and address of the establishment :
3. Name and address of the principal employer :
4. Duration of contract : From : To :
5. Number of days during the year on which :
 - a) The establishment of the employer had worked :
 - b) The contractors establishment had worked :
6. Maximum number of contract labourers employed on any day during the half year:

Man	Woman	Total
-----	-------	-------
7. i) Daily hours of work and spreadover :
 - ii) a) Whether weekly holiday observed and on what day :
 - b) If so whether it was paid for :
 - iii) No of man hours of overtime worked:
8. Number of man days worked by :

Man	Woman	Total
-----	-------	-------
9. Amount of wages paid :
10. Amount of deductions form wages, if any :

Man	Woman	Total
-----	-------	-------
11. Whether the following have been provided :
 - i) Canteen:
 - ii) Rest Rooms :
 - iii) Drinking water :
 - iv) Creches :
 - v) First Aid :

(if the answer is yes, state briefly standards provided)

Signature of Contractor

Place :

Date :