

**TENDER DOCUMENT FOR "AMC for Electrical Maintenance BALCO & BCPP Township"**

**SEND YOUR OFFER WITHIN 7 DAYS THROUGH E-MAIL**

To,

**Head Commercial**

**Bharat Aluminum Company Ltd.**

Commercial Office

Admin Building, 1<sup>st</sup> Floor

BALCO NAGAR **KORBA –**

**495684**

Chhattisgarh State

India

**E-mail:**

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

## INDEX

Attached herewith is our Tender Document for "**AMC for Electrical Maintenance BALCO & BCPP Township**"

The details are attached below:

- 1. Instruction to the Bidder.**
- 2. Offer letter.**
- 3. Scope of Work.**
- 4. Bill of Quantities.**
- 5. Contract Period.**
- 6. Balco General Terms & Condition.**

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.

### **For Clarifications:**

**Commercial:** Mr. Durgesh Kashyap, Mob. No: 8349201185

**Technical:** Mr. KB Kapoor, Mobile No. 9993000617

## 1) INSTRUCTION OF BIDDERS

**Vedanta Resources plc (“Vedanta”)** is a 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 firsttime 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. **2020:**

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... 2020 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 GST 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:**

## **SCOPE OF WORK FOR TOWNSHIP ELECTRICAL AMC**

### **INTRODUCTION**

BALCO Township covers an area of 650 acres (approx.). It consists of the following assets:

S.no	Asset	Description
1	Quarters in BALCO Township	3122 (Houses)
2	Quarters in BCPP Township	335 (Houses)
3	Schools	11 (5350 students)
4	Hospital	1 (73 bed)
5	Hostels	GET hostel– 84 rooms + 44 rooms
		MTI hostel- 112 rooms
6	Security Barracks	2(125 occupancy)
7	Guest houses	Guest house 1 - 27 rooms
		Guest house 2- 12 rooms
8	Recreational Clubs	3 (1 Expert club for executives + 1 BALCO Club for workmen + 1 ladies club)
9	Religious buildings	7
10	Garden	7
11	Public buildings	5
12	Bank & ATM	Bank- 1 SBI +1 ICICI Bank + 1 Cooperative Bank, ATM's- 4 (SBI-2+ ICICI-1+HDFC-1)
		Post office -1
13	Shopping complex	5
14	STP & sewerage pump house	1 STP 2.5 MLD Capacity + 2 raw sewerage pump house
15	Stadium	1 (Seating capacity of 5000 no.)

16	Overhead Water Tanks	4 Nos.
17	Electrical Sub- station	Main Substation 1 no's (11 MVA), 24 no. area substation at different location
18	DG set 50 KVA	Main Hospital

## **GENERAL**

This contract is for Annual electrical maintenance of BALCO Township & BCPP Township of BALCO. There are approx. 3122 quarters in BALCO Township & 335 quarters in BCPP Township. This contract includes performing all kind of electrical maintenance activity in Township quarters & public buildings as per daily issued job cards. Also periodic maintenance of all transformers, cables, electrical street light poles, substation to be performed.

1. All services which are mentioned below have to provided 07 days a week and on emergency as per requirement/direction at all location like staff quarters, public buildings, roads, garden, hostels, schools & other inside area of Balco & BCPP township by Officer in-charge.
2. Party have to provide all PPE's like shoes, gloves, mask, helmet, safety glasses and safety belt for any work at height during execution of work.
3. All the HR compliances like labour license, ESI, PF, Police Verification and submission of other mandatory document will be fulfilling by service provider. Staff should be physically, medically, mentally fit.
4. All kind of training & qualification of staff appointed for particular job should be ensured by vendor.
5. Feedback/comments should be taken from in-house resident, area in-charge after finishing the job on regular basis.
6. Invoice/bill should be submitted first week of every month for verification.
7. Penalty to be incurred for improper quality standard, safety violation, violation of code of conduct and work ethics, non-availability of manpower, irregular attendance of worker.
8. Vendor will strictly follow Balco safety rule and he will ensure PPE in his staff.

## **Work Description-**

1. Manpower supply - Supply of unskilled/skilled manpower to perform day to day activity of electrical maintenance in BALCO & BCPP Township. Work includes maintenance of HT/LT line, fan, streetlights, Air conditioner, house wirings, general electrical maintenance and shift duty at Substation.
2. Muffing of streetlight pole- It Includes muffing of street light pole with LED. Foundation should be constructed with M15 cement concrete 1:2:4 (1 CEMENT: 2 COARSE SAND: 4 GRADED STONE AGGREGATE 20 MM NOMINAL SIZE) including excavation & backfilling at foundation. Also steel surface of street light to be properly cleaned after that one coat ZINC rich primer & two coat of synthetic enamel paint of approved shade should be applied. Work should be executed as per drawing & specification as provided by EIC. All Material & machinery with lead & lift required for work will be under vendor's scope.
3. Construction of electrical earth Pit -Construction of electrical earth pit with hinged cover plate & name plate with resistance value, due date, test date. Value of earth resistance less than 1 ohm to be constructed in concrete floor.
4. Re-winding of Fans - It includes rewinding & overhauling of ceiling fan & exhaust fan with replacement of bush/bearing & damaged rubber bush as per requirement. Also 2 coat of white paint after surface cleaning to be applied on fan.
5. Providing of HYDRA – Providing of Hydra up to 14 T for Township use as & when required by EIC for working at different location in Township. Fuel & Operator to be provided by vendor. Proper logbook & all documents of vehicle to be maintained by vendor.



6. Providing of JCB- providing of JCB for Township use as & when required by EIC for working at different location in Township. Fuel & driver to be provided by vendor. Proper logbook & all documents of vehicle to be maintained by vendor.
7. Providing of CRANE – Providing of Crane with safe working condition up to 80T for Township use as required by EIC. Proper logbook & all documents of vehicle to be maintained by vendor.
8. Up gradation/Renovation of house wiring of A type quarter- work includes replacement of old wiring, switch boards with switch, socket, fans with new wiring with complete connections in existing A type quarters of BALCO Township. All work to be performed as directed by EIC. Consumables & labour including all lift & lead will be under vendor's scope.
9. Upgradation/Renovation of house wiring of B Type Quarter- work includes replacement of old wiring, switch boards with switch, socket, fans with new wiring with complete connections in existing B type quarters of BALCO Township. All work to be performed as directed by EIC. Consumables & labour including all lift & lead will be under vendor's scope.
10. Hiring of access platform- Hiring of access platform for township for working at height up to 40 ft. Access platform should be available in township for working at different location. Fuel & labour required will be under vendor scope.
11. Maintenance of AIR CONDITIONER/DEEP FREEZER/MOURTURY/DESERT COOLER- It includes maintenance of all electrical equipment as mentioned with periodic cleaning , Gas filling & servicing . All consumables to be provided by Vendor. All original parts & machinery replaced should be submitted to electrical department.

Asset description	Quantity (in No's)
Air Conditioner	565
Fridge	162
Deep Freezer	7
Water Cooler	13

12. Providing of Full time Maintenance staffs throughout the tenure of contract. Following are the staffs to be deployed by vendor:

- Site In-Charge 1 Nos.
- Supervisor 2 Nos.

Qualification of the Staffs are as follows:

- Site In-Charge: B.E/B.Tech in Electrical Engineering with 10 years of work experience in maintenance activity. Candidate should have experience in general electrical maintenance, transformer overhauling, Maintenance of HT and LT cabling, house wearing, Substation maintenance, house wiring and general electrification.
- Supervisor: Diploma/ITI in Electrical Engineering with minimum 5 years of work experience in maintenance activity.

#### 4.Tentative BOQ as below:

S.NO	work Description	Long Description	UOM	Quantity
1	<b>AMC in BALCO Township</b>			
1.1	Supply of unskilled/skilled man power	Supply of unskilled/skilled man power to perform day to day activity of township electrical maintenance like maintenance of HT/LT line,fan,street light,Air conditioner etc.Also perform shift duty in main substation in sector-5.	MND	9360
1.2	Muffing of street light pole	Muffing of damaged street light pole with led, including providing and erection; cement concrete 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size) foundation including excavation and refilling, materials, machinery, etc. as required including cleaning, one coat zinc rich primer and two coat of synthetic enamel paint of approved shade after properly cleaning the steel surface, necessary bolts and washers for fixing etc., complete all as per drawings, specifications etc. with all lead and lift for all materials and labour and as per direction of eic, at all heights and locations. height of pole:up to meter above ground and 2 meter below ground foundation size: 750 x 750 x 2000 mm below ground and diameter: 500 mm with height: 500 mm above ground	EA	195
1.3	MAKING OF TREATED EARTH PIT ELECTRICAL,	MAKING OF TREATED EARTH PIT ELECTRICAL, SCOPE: CONSTRUCTION OF ELECTRICAL EARTH PIT WITH HINGED COVERPLATE AND NAME PLATE WITH RESISTANCE VALUE, DUE DATE, TEST DATE. VALUE OF EARTH RESISTANCE IS LESS THAN 1 OHM , TO BE CONSTRUCTED IN CONCRETE FLOOR.	NO	20
1.4	RE-WINDING OF CEILING	RE-WINDING OF CEILING FAN/EXHAUST FANS, SCOPE:REWINGG/OVERHAUL INCLUDING REPLACEMENT OF BUSH/BEARING AND DAMAGED RUBBER BUSH IF REQUIRED.PAINTING OF FAN WITH WHITE COLOUR.	EA	1000
1.5	PROVINDING OF HYDRA UP TO 14T,	PROVINDING OF HYDRA UP TO 14T FOR TOWNSHIP AS AND WHEN REQUIRED WITH OPERATOR AND FUEL FOR WOKING AT DIFERRENT LOCATION IN TOWNSHIP.	HR	250
1.6	PROVINDING OF JCB,	Providing and opration of JCB machine with Skilled oprator. the item includes complete operation and maintenance coast, diesel cost of JCB machine. Including all the operation cost.	HR	150
1.7	PROVIND CRANE UP TO 80T	PROVIND CRANE UP TO 80T, SAFE WORKING LOAD: 80 T, MAXIMUM PERMITTED WITH FUEL	Days	4
1.8	Upgradation of house wiring type-A quarter	Upgradation of house wiring-Completely changing of house wiring in type-A quarter	NO	25
1.9	Upgradation of house wiring type-B quarter	Upgradation of house wiring-Completely changing of house wiring in type-B quarter	NO	25
2	HIRING OF ACCESS PLATFORM	HIRE: EQUIPMENT, MATERIAL HANDLING; TYPE: Access platform/manlifter SAFE WORKING HEIGHT: 40 FEET, MAXIMUM PERMITTED, AGE: 10 YR, OPERATING CREW: VENDOR, OPERATING HOURS/SHIFT: 8 HR, FUEL SUPPLIER: COMPANY, RATE, TYPE: OPERATING, TRANSPORTATION ARRANGEMENT: VENDOR	Months	12
2	<b>AMC of CPP1 township</b>			
2.1	Supply of unskilled/skilled man power	Supply of unskilled/skilled man power to perform day to day activity of township electrical maintenance like maintenance of HT/LT line,fan,street light,Air conditioner etc.Also perform shift duty in main substation in sector-5.	MND	1248
3	<b>Operation &amp; maintenance of AC</b>			
3.1	MAINTENANCE AIR CONDITIONER/DEEP FREEZER/MOURTURY/DESERT COOLER	MAINTENANCE AIR CONDITIONER/DEEP FREEZER/MOURTURY/DESERT COOLER DETAILS: AIR CONDITIONER-565 no., FRIDGE-162,Deep freezer-7 WATER COOLER-13 SCOPE: GAS FILLING, PERIODIC CLEANING, SERVICING of all equipment including all consumables.	MON	12

#### 4. Contract Period -Three Years.

#### 5. Balco General Terms & Condition.

## 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. SCOPE OF CONTRACT

- 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 Services at such locations and for such periods maybe 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. SERVICES

- 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 the 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:
- (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. FEES**

- 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. SERVICE PROVIDER'S GENERAL OBLIGATIONS**

- 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:

(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 PROPERTY 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

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**

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:

(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. VARIATIONS**

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. PAYMENT**

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

- (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) 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.
- (ii) Copy of the Permanent Account Number ('PAN') card issued by the Indian Tax authorities,
- (iii) Copy of registration certificates under applicable Indian tax/other laws including but not limited to GST, Excise, import export code etc., as applicable.
- (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.

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.

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

- (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.

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

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.

## **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**

#### **9.2.1. General**

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:**

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.

### **9.2.3. Reimbursement of Taxes to the Service Provider**

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.

### **9.2.4. Pricing**

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.

#### **9.6. 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.

#### **9.7. Changes in Law**

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;





- 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. NOTICES**
- 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 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. GENERAL LEGAL PROVISIONS**
- 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. FORCE MAJEURE**

- 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.
- 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. BUSINESS ETHICS**

- 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 [https://www.vedantalimited.com/CorporateGovernance/supplier\\_code\\_of\\_conduct\\_-\\_december\\_2016.pdf](https://www.vedantalimited.com/CorporateGovernance/supplier_code_of_conduct_-_december_2016.pdf)) and the Company's Human Rights Policy (a copy of which is available at [https://www.vedantalimited.com/CorporateGovernance/vedanta\\_human\\_rights\\_policy.pdf](https://www.vedantalimited.com/CorporateGovernance/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.

**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 [https://www.vedantalimited.com/CorporateGovernance/supplier\\_code\\_of\\_conduct\\_-\\_december\\_2016.pdf](https://www.vedantalimited.com/CorporateGovernance/supplier_code_of_conduct_-_december_2016.pdf)) and the Company's Human Rights Policy (a copy of which is available at [https://www.vedantalimited.com/CorporateGovernance/vedanta\\_human\\_rights\\_policy.pdf](https://www.vedantalimited.com/CorporateGovernance/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 or human trafficking;

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

- i. an act which may lead to the Company being in any breach, or potential breach, of the Modern Slavery Act 2015; or
- 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.

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 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.

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.

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 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:

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](mailto:Balco.whistleblower@vedanta.co.in)

## 16. GOVERNING LAW AND DISPUTE RESOLUTION

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

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:

(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 OR 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

### 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 carry out 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 personnell's 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 so 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 weightage 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.

### **28. ENERGY MANAGEMENT SYSTEM**

Energy Management System Clause (for energy efficient products only such as motor, AC, Pumps, transformers etc.) As a part of Energy Management System (ISO 50001:2011), we wish to inform you that we intend to procure energy efficient products, equipment and services and you are requested to offer us energy efficient products, equipment & services which will have overall cost effectiveness. Your offer shall be evaluated partly on the basis of energy performance of your product, equipment or services throughout the entire life cycle of product. Hence, your offer should also include all the technical details related to energy use, consumption and efficiency and request you to inform us about the energy efficient products & specifications.

