

## **TENDER DOCUMENT FOR RAILWAY O & M BALCO**

**TENDER NO: RAILWAY O & M BALCO 21**

Within 7 days from the date of EOI Publishing

To

**Head Commercial**  
**Bharat Aluminium Company Ltd.**  
Commercial Office  
Admin Building  
BALCO NAGAR  
Korba – 495684  
[Tender.korba@vedanta.co.in](mailto:Tender.korba@vedanta.co.in)

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## **1. INSTRUCTION OF BIDDERS**

**Vedanta Resources plc (“Vedanta”)** is a LSE listed FTSE 100 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.

1. 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.
2. **Client list, with copies Contracts of your Top 5 clients.\***
3. Banker's name and your Company's annual audited report / Balance Sheet for last 2 years.
4. **The details of Machinery and Equipment available with you which are in working condition are to be furnished.\***
5. **Last 3 Years P&L Statement\***
6. If the space provided in the registration form is not sufficient, please attach separate. Sheets and give Annexure reference number on the attached sheet.
7. **GST SAC (Service Accounting Code) Code for registration & GST Tax % applicable.\***
8. Registration Details
  - a. Registration No. and date  
(Kindly attach a photocopy of registration certificate)
  - b. Membership to any body
  - c. Any other Statutory Registration.
  - d. Registration details with taxation authorities:
    - i) Permanent Income Tax A/c No.
    - ii) Service tax Registration

## **2) FORMAT FOR OFFER LETTER**

To,  
Head Commercial Contract Cell  
Bharat Aluminium 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 Aluminium 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 are 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:

Schedule of compliance with  
Acceptance of contract conditions.  
Schedule of prices (Price Formats to be completed)  
The offer should contain all the details like Service Tax Reg. No. etc.

Documents required by BALCO as mentioned in “Instructions to Bidders”.

M/s (Name and Address of the Company)

Signature of the authorized Signatories of the company.

## **SCOPE OF WORK:**

### **A) BALCO RAILWAY INTERLOCKED YARD OPERATIONS**

Railway Electronically Interlocked Yard operations, which will include shunting of wagons, formation of rake, signaling, operations of crossing gates and points, coupling and decoupling of wagons and any other operation which is not specified but required to place and draw out of wagons at/from unloading point :-

(i) Operation of BALCO interlocked yard to perform Railways rake movements as well as Internal Shunting Movements thru Signal & Telecommunication system such as Interlocking mechanism (VDU, CPU & SSI based Interlocking System) installed at CABIN-A (Master) and CABIN-B (Slave) to ensure smooth working of system of BALCO Interlocked yard.

(ii) Regular operation of the block instrument with interlocking signals for movement of the rake between Korba & Plant (to & fro) are in the scope of the contractor; once single line block working has commenced.

Till then contractor shall ensure movement of rake in manual instruction (slip system) between Korba & In Plant Home Signal (to & fro) and movement of rake in interlocked mode for all further in plant movements.

(iii) In plant shunting operation/movement shall be carried out through shunt signal operation; as per formal SWR.

(iv) Contractor should ensure the operation all points through Central VDU-Console installed in Cabin-A. Shall ensure track circuit clear for each line for operation of the home signal for respective line

(v) Operation of Railway yard and weighbridge track will be carried out round the clock in three shifts on all the days of the year including holidays and Sundays.

(vi) Operation involves the following:

(a) Piloting of all the rakes from Marshaling yard to Plant and back.

(b) Entire railway yard operations for placing the wagons for unloading / loading at various loading /unloading points located in Balco's railway network

(c) Marshaling the wagons after loading / unloading to form a full rake for Railway loco to take over.

(d) Detaching of sick wagons and wagons due for ROH and POH and hauling them to loco / wagon shed/Marshaling Yard and after repair / schedule, haul them back to attach them to outgoing rake.

(e) Weighment of all the incoming and outgoing rakes

(vii) Operation of locomotives by contract manpower will be under Contractors Scope and same shall be done as per the requirements and directions of Balco's authorized official.

(viii) Operation of Level Crossing Gates installed for BALCO siding and Record keeping of Movements thru the Gate will be under Contractors Scope.

(ix) Close Co-ordination and Communication of Manpower deployed at LC Gate with Yard In charge prior to any movements and immediate after every movement (Real Time Movement Information/Any abnormalities/Latest Updates) through LC Gate will be under Contractors Scope.

(x) When five locomotives are available in Balco at least three locomotives will be made available for operation at a time in all the shifts and till then minimum 2 locomotives to be made available in all the shifts. Not more than one loco will be taken up for schedule / repair at one time. (In case the above referred locomotive availability is not maintained available for operations and at the same time over detention charges arises due to non-availability of locos, the same shall be recovered from the contractor at half of the total detention charges).

(xi) Coordination with Railway administration for smooth movements of Balco's inward and outward rail

traffic as per requirement of Balco.

(xii) Documentation and conducting entire commercial activities as per norms and rules of railway.

(xiii) Watch and ward of Balco owned railway track and other properties under use of Contractor & Balco.

(xiv) Skid/stopper placement has to be ensured during the every shunting operation.

(xv) Rly. Standard Wooden/Metallic Skid/Stopper Arrangement and Maintaining required numbers will be under the contractor scope. Also ensure fixing of four skids in all parked/placed wagons.

(xvi) Preparation & Submission of shift wise duly signed report having details of present manpower, TBT to deployed manpower, Rake Movements of previous shift, Handover-Takeover list of necessary operational equipment (viz. Number of Skids, Walky Talky & Base Station availability and healthiness, Signaling Equipment{Flag-Red-Green Color Flashing Torch}, Torch)

(1) Shift Officer cum Safety Steward: 01per Shift; Competency: - Eng. /Diploma with Min.05 Year of experience. (Reliever Required).

(2) Desk Operating Engineer (Cabin A+B): 02 Person per Cabin per Shift - for signal based operation from cabin, Competency – Eng. /Diploma in E&TC/E&I/EEE/Electrical & having experience of cabin operation. (Reliever Required).

\*\* Scope will be amended on startup of Operation i.e. CP Coke Unloading through distance booking, Alumina Unloading & Wagon Tippler near Cabin-B.

(3) Yardmen: To ensure deputation of 16 Manpower in each shifts & round the clock per day.

(4) Loco Pilots: 03 per Shift; For the Continuous Operation of 02 Locomotives in a shift.

### **B) INTERLOCKING, SIGNALING & TELECOMMUNICATION SYSTEM AND OHE SYSTEM: REPAIR AND MAINTENANCE**

1. Maintenance of Interlocking, Signal & Telecommunication system such as Interlocking mechanism (Maintenance of VDU & SSI based Interlocking yard), Cables & all related & allied indoor and outdoor equipment (installed in CABIN-A, CABIN-B & at yard) to ensure smooth working of system of BALCO Interlocked yard.

2. Laying of cable & trenching for replace of the damage cable is in the scope of the contractor. Also rerouting of cables, if required is to be carried out by the contractor.

3. Maintenance of IPS, Power Supply Systems, Chargers, Batteries & Battery Bank, Track Circuits with battery, Point Machines, Axel Counters, Level Crossing gates, Glued Joint Rail and Earth Pit are to be done by the contractor. Also the contractor shall produce the maintenance records of the S&T system to BALCO on monthly basis & get it certified by BALCO.

4. Contractor should ensure the maintenance of the system to operate of all points through Central VDUConsole

installed in Cabin-A. Shall ensure maintenance of each track circuits which shall be cleared for each line for operation of the home signal for respective line.

5. Repair & Maintenance of the location box, JB box in both BALCO in plant yard & Korba ST Yard are in the scope of the contractor.

6. Joint Inspection at every 3 months shall be carried out by the contractor with Railway signaling official for the signaling system of BALCO In plant & Korba ST.

7. Lubricants, Demineralized/ Battery Water, Chemical, Battery Acid & other Consumables required for the signaling systems are in the scope of contractor.

8. Tools & tackles with measuring equipment required for maintenance of the system shall be provided by the contractor.

9. Supply of spares & cables excluding the lubricant & consumables required for S&T system shall be on BALCO's account.

10. Periodical inspection of all Signaling and Telecommunication installations to be done as per OEM recommendation.

11. Analyzing the failures from the inspection report and taking remedial measures to eliminate recurrence of failures.

12. Co-ordination with Railways to ensure healthiness of OHE-Traction Lines over BALCO's track for uninterrupted movements on Electrified BALCO's Tracks.

13. Inspection of Traction system throughout the BALCO's yard & Lead/Main Line and preparation of shift wise fitness report of the system.

14. Maintenance of Traction-OHE equipment's/lines under supervision of Railways & BALCO Authorities.  
15. Required AMC to M/s Siemens Rail Automation (for Westrace Panels, SSI Based system, CPU, VDU's, Indoor equipment), M/s HBL (for IPS & Power systems), M/s G.G.Trionics (for Axel Counters) need to be awarded for hassle free & continuous operation of the system and will be under the scope of contractor (services on experts visit basis).

The contractor will provide the following manpower for above activity –

S&T Inspection & Maintenance manpower:-

- (i) Foreman for both the Cabins - 02 – for general shift maintenance activity, Competency – Diploma/ITI & Having supervisory experience of 12 to 15 years.
- (ii) Wireman – 03 number/per shift, competency – ITI in instrumentation & experience of 4 to 5 years. (Reliever Required)
- (iii) Fitter- 02 number, competency: ITI in Mechanical & experience of 4 to 5 years.
- (iv) Helper- 03 number/per shift, competency- 10<sup>th</sup> pass & experience of 5 years. (Reliever Required)

OHE Inspection & Maintenance manpower:-

- (i) Electrician: - 03 numbers, Competency: - ITI in Electrical & Experience of 5 years in EHV systems with Class "B" Electrician Certification. (per shift 1 manpower, reliever required)

**Total Manpower for the Maintenance of S&T and OHE system: - 13 Manpower Deputation (Excluding Reliever).**

### **C) RAILWAY TRACK (PERMANENT WAY): REPAIR AND MAINTENANCE**

Permanent way owned by Balco from Korba siding to the Balco's network, shall be maintained as per S.E.C Railway standard for a maximum speed of 30 Km per hour. It will be routine and 'need-based' maintenance. Technical specifications for maintenance of permanent way are mentioned hereunder –

#### **REGULAR INSPECTION OF THE PERMANENT WAY**

- (a) The track will be inspected every day on foot by key-man. If any damaged/missing fittings / fixtures are noticed, these will be rectified by the key-man by replacing the damaged / missing item. In case of emergent situation contractor will immediate report to Shift In-charge. The key-man shall also ensure cleaning of guard rails, points and crossings.
- (b) If any miscreant activity is noticed, it will be intimated to the PWI/Track-in-Charge and immediate action for the safety of traffic will be taken.
- (c) Proper record will be maintained regarding the inspection and materials replaced in the track every day. The same shall be submitted to the BALCO Eng. In-charge every week.
- (d) PWI will carry out inspection once a week: alternately by push trolley and by FOOT. The record of his inspections will be maintained. The inspection record shall be submitted to BALCO In charge for discussion and onward corrective action.

#### **MAINTENANCE OF TRACK:**

This item includes the following activities:

##### **(a) Alignment of Track**

The longitudinal and cross-levels should be so adjusted that it will give a safe and comfortable movement to traffic. The alignment is to be straight and free of kinks. The alignment of the track is to be checked by "Eye judgment" sighting the rail from a distance of about four rail lengths. Small error in the alignment may be corrected by slewing the track after loosening the cores at the ends and drawing out sufficient ballast at the end of sleepers. Creep, if any, will be rectified.

##### **(b) Gauging:**

Gauge to be kept correct and uniform within following permissible tolerance limit.  
Tolerance prescribed for Gauge variation

- (i) Straight track 3 mm tight to 6 mm slack.
- (ii) On curves with radius of more than 400 meters 3 mm tight to 15 mm slack.
- (iii) On curves with radius of less than 400 meters upto 20mm slack
- (c) Cross - Levels and Super elevation:



Proper cross levels of the track in straight portion and required super-elevation in curves are to be maintained for smooth and safe movement of traffic as per Indian railway standard.

(d) Adjustment of Joint Gaps:

The joint gaps should be maintained as under:

The permissible value of gaps in rail joints is 6 mm with a tolerance limit of (+) or (-) 2 mm. If any deviation from the permissible tolerance limit is noticed, then it should be adjusted by pulling back the rail in the opposite direction.

(e) Maintenance of points & crossings

I. Points and crossings should be within 1 in 20 cant.

II. The gauge should be uniform, except at a point just ahead of toe of the switch where it will be slightly slack (enough to house the tip of tongue rail)

III. The clearance, at the toe, heel of switch, at check rails and wing rails must be maintained.

IV. Packing under the sleepers should be checked. It must not be loose/defective especially under the crossing and the switch.

V. The chairs and fastenings and all other fittings must be checked properly. The chairs/ loose/ missing fittings are to be tightened (as required) / replaced immediately, if worn out.

VI. Creep anchors must be checked regularly and creep should not be allowed. The condition of stock and tongue rails should be carefully examined. Bent tongue rail should be straightened wherever possible. Badly worn out and damaged stock and tongue rails are to be replaced by serviceable ones. Lubrication of the gauge face of the tongue rail should be done to reduce wear on switches. All the bolts on switch should be kept tight except those of the heel of loose type switches, where the first two bolts in switch rail should be finger tight and the other two in the lead rail spanner tight.

Cleaning and lubrication of slide chairs are to be done periodically.

VII. Gauge over the turnouts are to be maintained uniformly. Track portions on concrete sleepers shall preferably be maintained by packing the ballast. Rails found defective will be changed.

(f) Inspection of Curves and their maintenance: The curves are to be inspected periodically (once at least in three months) and super-elevation and versine will be corrected, whenever and wherever required. A detailed corrective action shall be done in consultation with BALCO In charge including fixing check rails as and where required.

(g) Picking up slacks: Picking of slacks has to be done where the alignment is kinky or top level is uneven to restore the track to normal condition. The lifting up of sleepers should be done as in through packing. Care is to be taken that the packing of adjacent sleepers does not get disturbed.

(h) Lubrication of fish plated joints: Should be done once a year & as per requirements..

(i) Cleanliness of track: For easy visual inspection of all fittings and fixtures, the grass, weed and unwanted debris in the track up to cess will be removed.

Trimming of trees, bushes fouling railway track as per Railways standard will be in contractor's scope.

(j) All maintenance spares, fitments, fasteners and all track materials shall be supplied by BALCO at their stores

free of cost to the Contractor. Collection and transportation of the above material to the required site shall be Contractor's responsibility.

*# Arrangement of ballast for track shall be done by Balco at different location near track (as per location approach & availability) and shifting & spreading at required location in track to be done by contractor. Minimum 75M<sup>3</sup> ballast spreading need to be carried out every month.*

(k) As the S.E.C Railway will move the traffic on the siding track, owned and maintained by the BALCO, the same is required to be got approved by S.E. Railway. The formal application for the same and payment to Railway will be made by BALCO. Contractor has to assist BALCO in actual inspection & getting clearance certificate by S.E. railways.

**(l) An annual maintenance program will be made out for each year and a monthly program will be made**

**out by the last day of the previous month In consultation with BALCO In charge** The Contractor will intimate the progress of implementation of the monthly program by the 10th of the following month and the short

fall will be carried forward. The progress of implementation of annual program will be monitored every month,

so as to complete it within the year. A monthly report on compliance and short fall shall be submitted by project manager.

(m) The project manager and PWI shall submit detailed report on consumption of spares and consumable, stock

in hand and forth coming requirement of track maintenance.

(n) Carrying out miscellaneous activities which directly or indirectly affect healthiness of track and yard operation.

(o) Civil work related to strengthening/protection of Railway Track such as embankment, Protection wall, Drainage construction/repairing etc. will be in the contractor's scope.

As and when required (Block/Shut Down/ Overhauling/ Rectification Work etc.), Arrangement of heavy machineries such as JCB, Hydra etc. will be under the scope of contractor. For Track Overhauling at LC, coordination for taking road movement block, notification, Manpower planning & deployment, all interrelated works (Civil work) and Rly. Track Fitness will be comprehensively under the scope of contractor.

(p) Spare materials planning need to be done proactively by contractor and same to must be communicated to Balco respective execution in-charge prior to three months. While planning minimum inventory need to be ensured.

The contractor will provide the following manpower for above activity -

Gang mate (Skilled): (04)

Gang men: (41)

**TOTAL: 45 MANPOWER (Monday to Saturday) and 15 MANPOWER (Sunday).**

#### **D) LEVEL CROSSING GATES: REPAIR AND MAINTENANCE**

(a) Regular Maintenance of LC Gate (Twice in a week) is in the scope of the contractor.

(b) Every week joint inspection need to be carried out by the contractor along with BALCO officials.

(c) The contractor will provide 03 manpower (Electrician, fitter and Helper) for every checking & regular maintenance work.

(d) Contractor shall provide require/sufficient manpower to fulfill necessity of work during break down or in emergency of LC Gate.

(e) The contractor shall produce the maintenance records of the LC gate system to BALCO on monthly basis & get it certified by BALCO.

(f) Lubricants & consumables required for the LC gates are in the scope of contractor whereas supply of spare parts shall be in BALCO's scope.

(g) Tools & tackles required for maintenance for the system shall be in contractor's scope and same shall be stocked & maintained with in plant premises only.

(h) Arrangement of Manual LC gate and Temporary Chain system as per RDSO, in spare need to be maintained

by Contractor.

(i) Any break down or damage need to be attended within 3 hours by contractor or else, temporary arrangement

shall be provided by contractor as per RDSO & Indian Railway Safety guidelines till suitable rectification of damaged LC gate.

The contractor will provide the following manpower for above activity –

LC Gate Maintenance manpower:-

(i) Electrician: - 01 No's in "G Shift", Competency: - ITI in Electrical.

(ii) Fitter: - 01 No's in "G Shift", Competency: - ITI in Fitter.

(iii) Helper: - 01 No's in "G Shift", Competency: - 10<sup>th</sup> Pass.

**Total Manpower for the Maintenance of LC Gate: - 03 Manpower in "G Shift".**

## **E) LOCOMOTIVES: REPAIR AND MAINTENANCE**

- (a) Locomotives will be given all the preventive maintenance schedules as specified by the manufacturer.
- (b) All schedules will be carried out during the general shift.
- (c) Emergency break down repairs, accident repairs and out of course repairs will be carried out at any time as necessary.
- (d) Loco will be washed once a month and the cost of detergent /cotton waste etc. shall be on contract account.  
# Preventive maintenance of locomotives to be done as per OEM's recommendation schedule, and same will be under scope.
- (e) In all cases, including accident / derailment repair, servicing of any components / assemblies for which facilities are not available at BALCO workshop will be got done by BALCO from wherever such facilities are available, and paid directly by BALCO. Contractor will carry out the necessary liaison on cost reimbursable basis. The contractor has to send his own representative to do such emergent repair at his cost. The cost reimbursable will be limited to Rs.10000 per month.
- (f) Repairs that arise due to accident or derailment shall be rectified by the Contractor at no extra cost. Spares and servicing/repair of items/components/assemblies under sub para-"e" above will be borne by BALCO. Any faulty repair leading to major damage shall be borne by contractor.
- (g) Stocking of Rotational and unit exchange spares will be planned in such a manner that the availability of locos is not jeopardized, keeping in view, the situation that will arise vide para-"f" above. These will also be got serviced and overhauled as in para-"f" above and kept in a serviceable condition at all times.
- (h) The cleanliness of the Loco/Wagon shed and the Contractor's offices & toilets is the responsibility of the Contractor.
- (i) The foreman along with the project manager shall submit a monthly report on consumption stock in hand and forth coming requirement in advance regarding spares. Spares and consumables planning are the prime responsibilities of foreman and project manager. Nonmoving spares shall be review at every six months. Loco breakdown due to poor planning or ignorance of project manager in spare front, an amount @ Rs.5000/- per incidence shall be deducted.
- (j) Locomotive maintenance staff will also be responsible for fitting/ changing/ maintaining the battery of GPRS system of all BTAP rakes.
- (k) Supply of demineralized water / chemicals / distilled water / acid for locomotives and its batteries will be under contractor's scope.
- (l) Welding, Brazing, machining of equipment parts if required to run the locomotives will be in contractors scope.
- (m) As and when required (Break Down/ Preventive Maintenance/ Overhauling/ Rectification Work etc.), Arrangement of heavy machineries such as Hydra, Crane (150T) etc. will be under the scope of contractor.
- (n) Required AMC services of M/s SAN Engineering & Locomotive and M/s Cummins India Pvt. Ltd for availability of Locomotives for continuous shunting operation will be under the scope of contractor (services on experts visit basis).

Contractor will provide the following manpower for this activity -

Foreman (Supervisor): 01--- Managerial & Clerical Staff

Diesel Mechanic: 01

Auto Electrician: 01

Helper: 04 (skilled Manpower). **TOTAL: (06) MANPOWER.**

The foreman shall be SAN & BHEL locomotive expert or retired railway loco foreman with minimum 5 years' experience preferably Diploma in M.E. The relevant certificate shall be submitted before appointment. The diesel

mechanic shall be minimum I.T.I. holder with six years of experience in loco maintenance.

Apart from the above manpower, contractor will also provide 4 persons for overall supervision and as support

staff for your Stores, Administration and HR work. (The mentioned supervision & store manpower will be on contractor's scope)

**F) MATERIAL MANAGEMENT:-**

(a) All materials, spares etc. (under the scope of BALCO) shall be issued, normally once a month during the first

week of the month at BALCO's store. Transportation of material to the Contractor's work place including preservation and safe custody shall be the responsibility of Contractor.

(b) Contractor will place demand for the above items at least by 25<sup>th</sup> of the previous month.

(c) The Contractor shall submit the reconciliation statement for every month by 10<sup>th</sup> of the following month. Along with consumption statement for each sections separately. In case of shortage of material, cost of material shall be recovered from the RA bill of the Contractor of the concerned month. This is full and final reconciliation for spares, for the concerned month.

(d) The new lubricant and grease barrels must be inspected before their use and certified jointly by the representatives of BALCO and Contractors that the seal is intact.

(e) The Contractor has to return all the used engine oil, unserviceable materials/spares, scrap and drained out lubricants with their containers to the Central Store once in every month at his cost.

(f) Contractor will maintain a stock ledger separately category wise, for all items issued by BALCO. The ledger

must cover the entire spare and consumables the same will be presented before BALCO in-charge on monthly basis.

(g) Spare materials planning need to be done proactively by contractor and same to must be communicated to Balco respective execution in-charge prior to three months. While planning minimum inventory need to be ensured.

**G) INSPECTION, TESTING & RECORDS MANAGEMENT:-**

(a) The Contractor shall carry out the various preventive maintenance schedules and tests as given in the Manufacturer's (OEM) Manuals and recommendations/checklists.

(b) Track fitness certificate by PWI to be produced by the contractor on quarterly basis and as when required by Railways.

(c) The work is subject to inspection at all times by BALCO. The Contractor shall carry out all the instructions given during such inspections.

(d) Any work not conforming to the Instruction Manuals or Railway norms & codes shall be rejected and the Contractor shall carry out the rectification at his cost.

(e) Contractor need to ensure and update all the necessary records and reports viz. Shift Logbooks, Movement Registers, Rake Dispatch, Rake Supply sheet, LC Gate Record Registers, Respective Maintenance Planning & Records, Spare Consumption Records, Track Inspection Report, Daily Work Reports, Manpower Deployment Registers, Shift Handover Takeover Report, Tool Box Talk (TBT) Records, OHE line fitness Records etc. And all the required Records, Documents & Reports will be submitted to BALCO.

**H) DUTIES AND RESPONSIBILITIES OF CONTRACTOR STAFF:-**

**Project Manager: 01 No;** Monitoring and operating all activities cover under the contract and will submit a report on overall performance weekly to Balco's engineer in charge. To have control over operation, maintenance,

spares and consumable, labor availability etc.. B.E./ Diploma with 6/10 years of similar experience.

**PWI: 01 No;** To control the entire P-Way activities like Maint, ensuring the desired output from labors as per norms, spare inventory etc. and submit a report on over all status of track weekly to Balco's engineer in charge.

Must be Railway retired Min. PWI (II) or Diploma in C.E. with 6 years railway track experience.

**Shift Officer cum Safety Steward: 01 No/Shift -** To control the all store, labor welfare, day to day monitoring of

work progress, evaluation of output etc. Graduate with 4 to 5 years relevant experience.

**Desk Engineers: 02 No's/Cabin;** To ensure Safe Rake movement thru Desk/VDU operation in Interlocking yard.

To ensure smooth functioning of Interlocking, S&T system and Troubleshooting & Breakdown attending of the

system.

**Clerk:** 02 No's - To keep all record in place and produce as and when required by Balco's executive. HSC / Graduate with 2 years' experience.

**Locomotive Foreman:** 01 No; To ensure Routine and Preventive maintenance in time and will attend all breakdown maintenance and ensure maximum availability of Locomotives. All keeps records of spares and consumables. Also submit a report on status locomotives on weekly basis. SAN & BHEL locomotive expert with minimum 5 years' experience, preferably Diploma in M.E. or Retired Railway loco foreman, preferably with SAN locomotive experience.

**Signaling Foreman:** 02 No's- To ensure Routine and Preventive maintenance in time and will attend all breakdown maintenance and ensure maximum availability of the system. All keeps records of spares and consumables. Also submit a system status report. Competency – Diploma/ITI & Having supervisory experience

of 12 to 15 years with thorough knowledge of Interlocking and S&T system, associated equipment's and Power

Supply Systems.

1. All the above personnel's may be appointed in consultation Balco executives.
2. Attendance of the above personnel's will be monitored by Balco on daily basis. Irregularity of attendance will be reviewed very seriously. Companies Timings for any Shifts need to be followed strictly. In case of absenteeism is more than 9 Days in a Quarter, an amount of @ RS (750) per absenteeism shall be deducted (except clerk attendance).
3. All the above personnel's will do for Balco only and will not take up any job other than BALCO. If found so the contractor has to remove the same and will have to arrange manpower of similar competency within a week time.
4. A Jeep cum Pickup shall be made available for assisting traffic operation and maintenance in all shifts with Driver, Fuels and Maint. etc.. Non availability of Jeep shall have deduction of @ Rs.1000/- per shift.

#### **I) PENALTY:-**

##### **Penalty in case of Non Performance:-**

(a) **Loco Availability:** - Min 85% availability will be ensured for all the Locomotives 4 no SAN + 1 no BHEL. If it is below 85% then penalty shall be as under Percentage Availability (Averaged for the 5 locomotives).

Penalty Amount:-

- i) > 85% = NIL
- ii) 80 - 85% = 15,000 Rs/Monthly Basis
- iii) 75 - 80% = 25,000
- iv) < 75% 35,000

The availability will be worked out monthly excluding min (16) Hrs. of maintenance per locomotive.

(b) **Manpower:** - For railway yard O&M. 100% availability of manpower has to ensure by service provider. In case of absenteeism, deduction will be done on actual daily wages basis and the same will be settled from RA bills. Credit/debit system of attendance shall be followed on quarterly basis.

(c) **Re-railment:-** In Case of derailment due to any reason, within minimum timeline Arrangements of ART / Internal / External lifting arrangement for re-railment of Wagons/Locomotives, Railway fitness of Wagons /Locomotives and Railway Track shall be completely under the scope of contractor and cost incurred towards re-railment shall be fully borne by contractor only.

(d) The contractor has to ensure deliverables like measurement of track conditions, Spare parts lists for locomotive & track, to arrange the desired manpower in any emergency like derailment within 1 hour, immediate attending to minor locomotive problems round the clock, discipline of contractor staff & labor, time to time instructions by in-charge officials, timely payment to workers & industrial relations etc.

(e) In case of poor performance and not meeting such deliverables, the contractor may be charged a penalty up to Rs.10000 per incidence.

(f) The total deduction in any month for all above accounts shall not be more than Rs.200000/- in any monthly bill. The balance deduction will be carried forward in subsequent months.

(g) Any misuse or improper or intentional damage to the BALCO's equipment, property, spares, tools, consumables etc. shall be recovered from the contractor's bills.

(h) A Jeep cum Pickup shall be made available for assisting traffic operation and maintenance in all shifts with

Driver, Fuels and Maint. etc... Non availability of Jeep shall have deduction of @ Rs.1000/- per shift.

(i) Attendance of the above personnel's will be monitored by Balco on daily basis. Irregularity of attendance will be reviewed very seriously. Companies Timings for any Shifts need to be followed strictly. In case of absenteeism is more than 9 Days in a Quarter, an amount of @ RS (750) per absenteeism shall be deducted (except clerk attendance).

(j) Availability of S&T system: - Minimum 95% availability has to be ensured.

(1) > 98% = NIL

(2) 98% - 95% = 25,000 Rs/Monthly Basis

(3) 95% - 90% = 40,000 Rs/Monthly Basis

(4) < 90% = 2,50,000 Rs/Monthly Basis

#### **J) GENERAL**

(i) 2000 Man-days/Annum Overtime provision for the execution of various unscheduled / critical/ emergency work will be under the scope of contractor.

(ii) Contractor will be responsible for the safety of BALCO's Interlocked Railway System.

(iii) In case of accident / incident /near miss/ damage of companies assets, the Contractor will take all possible steps to restore normalcy including repairing of the system/equipment at the earliest.

(iv) Contractor shall provide expert technical advice and consultancy services for the following, free of cost, to BALCO:

a. Operation, Maintenance and Management of Balco's Interlocked Railway System & Locomotives.

b. Identifying defects in construction, design and manufacture and suggestions / recommendations for their modifications / rectifications.

c. Assessment, specifications and source of supply of all spares to be supplied by BALCO initially with the tender and thereafter 6 (six) months in advance for indigenous items and 12 (twelve) months in advance for imported materials. Spares and consumable shall be done at beginning of contract for whole year and will review monthly to avoid any stoppage of work w.r.t. spare and consumable.

d. Additional safety measures required, if any.

e. Co-ordination for evacuation of wagons damaged for any reason whatsoever during the operation by S.E. Railway to BALCO location. Actual cost of recovery, loading, transportation and unloading will be directly paid by BALCO.

f. The entire contractor team shall work for improvement in existing infrastructure and operations using their expertise at least one improvement in a month.

(v) Contractor may be called upon to assist in the supervision of any work related to BALCO's Rail system carried out by any other contractors. For this the payment to the Contractor will be mutually settled before the assignment of tasks to him.

(vi) The Contractor shall be responsible for executing the work as mentioned in a proper and expeditious manner

in adherence to the RDSO standards, Indian Railways Safety Norms, Schedule, OEM recommended Specifications and Manuals with least guidance, direction or interference.

(vii) The Contractor will deploy the stipulated supervisory personnel, skilled, semiskilled and unskilled labor such that the Operation, Maintenance and Management of Rail Transport System is smooth and meets BALCO's requirements, schedules and safety norms.

(viii) The contractor will be responsible for arrangement of tools required as per annexure –II-C (Tools List) - Minimum number in working condition.

(ix) Railway operations & maintenance which will include shunting of wagons, formation of rake, yard interlocking, signaling, operations of crossing gates and points, coupling and decoupling of wagons and any other operation and maintenance which is not specified but required to place and draw out of wagons at/from unloading point

(x) Contractor's performance will be evaluated on the basis of Monthly Score Card by BALCO.

(xi) Contractor need to maintain Performance Score in Score Card as per company's objective and targets.

(xii) A Good Maintained Jeep cum Pickup will be provided in all shifts with Driver & Fuels.

BALCO shall provide the following items free of cost to the Contractor for the above work:

(a) Provision of loco & wagon shed with pit.

(b) Issue of spares for Locomotives and track.

- (c) Issue of rotational and unit exchange spares for locos. This includes free replacement of rotational spares when the existing stock reaches a stage of beyond economical repairs.
  - (d) Issue of diesel to locomotives, if same shall be in BALCO's scope during final negotiation.
  - (f) Supply of Water and power as necessary in the Loco/Wagon Shed.
  - (g) Office and storage at Loco / Wagon Shed and at marshaling yard.
  - (i) All new construction of any type and restoration/removal/ modifications to old lines (not in use/not in the work) for any purpose, concerning railway system.
  - (j) Loading into and unloading from the wagons and getting the lines periodically cleaned of debris, coal dust, alumina powder etc.
  - (k) Sealing and riveting of wagons after loading and preparation of labels before dispatch.
  - (l) Provision of all track materials for repair and maintenance including for rectification of damage caused by accident / derailment.
  - (m) Provision of maintenance manuals supplied by RDSO / manufacturers and of Loco.
  - (n) Any repairs / replacements which are the obligation of the manufacturer under the warranty clause.
- Contractor shall notify such defects promptly to BALCO, if noticed within the warranty period.

**K) SUMMARY OF CONTRACT MANPOWER DETAILS:-**

**Note:** Refer Annexure – I of Annexure Lists.....

**L) SAFETY AND STANDARDS**

- a) Balco has a strong commitment to providing a safe and healthy workplace and protecting the environment, natural resources.
- b) All deployed contractual staff & workman should demonstrate a commitment to Balco's Zero Accident philosophy.
- c) The Employee deployed by you for carrying out the job as per the scope of work should wear appropriate personal protective equipment (e.g. Safety Helmet, Safety Shoes, Safety Glasses and other safety PPEs) as per our Safety Guidelines.
- d) Department List and tools to allow them to perform their work safely, maintain equipment in good working condition, and operate equipment in accordance with the Balco's SOP.
- e) Good Housekeeping at all workplace will be maintained at all times.
- f) Contractor and associated manpower will have to follow Balco Safety Rule & Regularization.
- g) Contractor and associated manpower will have to adhere with Indian Railway's Safety Rule & Regularization.
- h) Contractor and associated manpower will have to adhere with RDSO guidelines and other Indian Railway's Electrical Safety Rule & Regularization.

**Contract Period – One year**

**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 the Services at such locations and for such periods as may be 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 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.

#### **INTELLECTUAL PROPOERTY 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 copy rightability, 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.

#### **6. THIRD PARTY CLAIMS AND LIMITATION OF LIABILITY**

6.1. 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 invoices 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 expressed in Vedanta Lanjigarhy 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;
- (e) the requirement for maintenance of a 'GST compliance rating score' above a specified threshold; etc. and
- (f) the relevant timelines for such compliances based on the applicable GST laws.

9.8.2. The Service Provider acknowledges that any failure in the foregoing obligations (including undertaking the ones specifically instructed by the Company, if any) can cause significant losses to the Company in the form of loss of GST credit, statutory interest liability on such credit loss (under applicable GST laws) and adverse impact on the 'GST compliance rating score' and thus, undertakes to carry out this foregoing obligation with sincerity, due diligence and without any delay or demur.

9.8.3. The Parties agree that the Company reserves the right to reimburse the GST component on supplies received only when the corresponding credit has become available in the electronic credit ledger of the relevant GST registration of Company.

9.8.4. Without prejudice to any other indemnification obligation under this Agreement, the Service Provider agrees to, at all times, to hold harmless and indemnify Company from and against all claims, liabilities, expenses, proceedings, costs and losses that may be suffered or incurred by Company which may arise out of or in connection with any failure by the Service Provider to adhere to its obligations including but not limited to its obligations under clause 9.9.1 above. In this regard, the Service Provider also hereby indemnifies Company from any costs, claim or liability arising out of any claim or action or omission by any employee or consultant or agent or outsourced staff or subcontractor of the Service Provider.

#### 9.9. Payment of royalty on minerals-

It shall be the sole liability of the contractor to pay all royalties due, as per the applicable Rules, as amended from time to time, in respect of the minerals / materials which are being bought and used for the purposes of execution of this contract. The contractor shall produce royalty clearance certificate from the competent authority as proof of payment of royalty. In no event shall any liability in this regard be put on the company. Any default with respect to payment of royalty or non-production of royalty clearance certificate on the part of the service provider/contractor would count as a breach of the terms and conditions in the contract and the company shall have the right to immediately terminate the contract and to recover the outstanding amount of the royalty along with interest from Service Provider / contractor.

## **10. TERMINATION**

10.1. Either Party may, at any time and without cause, terminate all or part of this Agreement by giving no less than [30] days' prior written notice to the other Party. Provided that, if any Services under this Agreement, or any Purchase Order issued hereunder, have already been initiated and the work is in progress, then the Company shall have the right to cancel/ terminate all or any part of the Service under the Agreement or the relevant Purchase Order without cause and with immediate effect.

10.2. In addition, the Company may terminate all or part of this Agreement with immediate effect by written notice to the Service Provider if one of the following circumstances occurs:

(a) if the Service Provider breaches any provision of this Agreement, provided that where remediable, the Company has notified the Service Provider of such breach and the Service Provider has upon receipt of such notice, failed to immediately and thereafter continuously proceed to remedy such breach to the Company's reasonable satisfaction; or

(b) if the Service Provider becomes insolvent or bankrupt or makes a composition or arrangements with its creditors; or

(c) if the Service Provider is wound up or a resolution for its winding up is made (other than for the purposes of an amalgamation or reconstruction whilst solvent); or

(d) if the Service Provider has a liquidator, provisional liquidator, receiver, administrator or an administrative receiver or manager of its business or undertaking appointed; or

(e) if the force majeure under Clause 14 continues for more than thirty (30) days.

10.3. In the event of cancellation/ termination of all or part of this Agreement for any reason, the Company's sole liability to the Service Provider in respect of such cancellation/ termination shall be to make payment of the Fees properly due under this Agreement up to the date of termination.

10.4. The expiry or termination of this Agreement shall be without prejudice to the rights and obligations of the Parties up to and including the date of expiry or termination and shall not affect or prejudice any term of this Agreement that is expressed to continue in force after, such expiry or termination.

## **11. CONFIDENTIALITY**

11.1. The Company and the Service Provider shall keep any information which either Party learns about or receives from the other pursuant to this Agreement in strict confidence and will not disclose the same to any third party without the prior written consent of the other Party. The foregoing restriction shall not apply in respect of information which the Company requires to disclose for the purpose of performing Services or which was in the possession of the disclosing party prior to this Agreement or which is required to be disclosed by any law, rule or regulation of any governmental agency or court order or information which was already within the public domain or which was developed by either Party, independently of and without reference to the Confidential Information and the receiving party has evidence of such independent development. The provisions of this Clause shall survive the expiry of termination of the Agreement for a period of 3 years.

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 expre Vedanta Lanjigarh 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. Each Party represents and warrants to the other that (i) it has been duly registered and organized 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.

13.7. 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.

13.8. 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.]

13.9. 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.

13.10. 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.

13.11. 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 expressed 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 [http://www.vedantalimited.com/media/104182/supplier\\_code\\_of\\_conduct\\_-\\_december\\_2016.pdf](http://www.vedantalimited.com/media/104182/supplier_code_of_conduct_-_december_2016.pdf)) and the Company's Human Rights Policy (a copy of which is available at [http://www.vedantalimited.com/media/80325/vedanta\\_human\\_rights\\_policy.pdf](http://www.vedantalimited.com/media/80325/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 [http://www.vedantalimited.com/media/104182/supplier\\_code\\_of\\_conduct\\_-\\_december\\_2016.pdf](http://www.vedantalimited.com/media/104182/supplier_code_of_conduct_-_december_2016.pdf)) and the Company's Human Rights Policy (a copy of which is available at [http://www.vedantalimited.com/media/80325/vedanta\\_human\\_rights\\_policy.pdf](http://www.vedantalimited.com/media/80325/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 or 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

## **16. GOVERNING LAW AND DISPUTE RESOLUTION**

16.1 This Agreement shall be governed by, construed and enforced in accordance with the laws of Korba, Chhattisgarh [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].

(iii) The award made in pursuance thereof shall be 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 & CONDITIONS<sup>1</sup>

### 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 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 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 Contract, 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**

a) The Service Provider hereby, warrants and represents that:

- b) The Services under this Contract shall be strictly in accordance with the agreed terms.
- c) The Services to be provided under this Contract shall not infringe any third party intellectual property rights.
- d) 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 noncompliance of safety PPE by the Service Provider or his employee (s) BALCO may penalise the Service Provider as follows:

Rs 500/- First time

Rs 1000/- Second time onwards

If Service Provider continues failing to provide the safety &/ or PPE the company reserves its right to terminate the Agreement.

At any point of time safety compliance will be checked by Company Safety department or Execution Department. The Service Provider shall immediately upon knowing of any accident, damage or losses, in which he is involved on the site, should 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 has to maintain discipline at work area. He has to keep the area neat and clean after work is over .All the spares, waste material like oil grease etc. has to be kept at designated area and cleaned the work place after job is over.

In case, maintenance activities are found to be suffering due to non-performance by Service Provider's employees or job negligence, then suitable punitive action will be taken by 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, 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 his labours / workers safety equipment as per rules. If you are bringing your own equipment to carryout of job inside the plant such equipment should be subject hazard identifications and risk assessment prior to commencing of work.

The persons engaged by the Service Provider shall be given appropriate awareness on OH&S, those personal who will carry out jobs affecting OH&S shall be properly trained and made competent for the job performed by them. During emergency situation which may be faced in the plant your personal should move to the emergency shelters. They should not spread any rumour. (An OH &S booklet is available in Safety Deptt 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 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: Service Provider is 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, 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 should 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 BEHAVIOR**

Awareness: Before commencement of any Services, Service Provider shall at its own expense ensure that Service Provider's Personnel have been given the necessary HSE training including training in hazard identification, risk analysis, safe working behavior 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, Service Provider shall emphasize the fact that each person has an obligation to stop an act or task if it is unsafe. Service Provider shall ensure that Service Provider's Personnel attend refresher courses to maintain familiarity with current procedures. Service Provider shall provide evidence of completion of all training and competency assessments upon request by 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.

Behavior: The Service Provider should provide adequate guidance so that Service Provider's personnel works to reduce workplace incidents and improve safe performance at all times. The Service Provider shall ensure that his staff conducts in a fit and proper manner whilst on site. Failure to do this may result in the removal or exclusion of such persons from the site.

### **27.4 CHANGE MANAGEMENT**

If there is a change in site supervisor and Service Provider management personnel, it shall be notified to designated Service Provider manager as a part of Management of Change (MOC) process. This also includes reassess 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 Company or Service Provider's personnel, property or any third party property shall be reported immediately to Company, irrespective of whether injury to a person or damage to property or equipment resulted.

Access to site: If Company exercises its right to conduct its own investigation; Service Provider shall provide Company with all reasonable assistance to allow & to complete its investigation.

Learnings: Service Provider shall implement the learnings from incident to prevent a recurrence. Service Provider must share lessons learned with Service Provider's 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**

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.

Service Provider will provide with their emergency response plan (ERP) which must be adoptable to suit the site.

## **27.8 CARDINAL RULE\***

Service Provider shall ensure that all Service Providers' Personnel follow the ten safety cardinal rules. The rules are:

"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**

Service Provider shall, at its own expense, supply Service Provider's Personnel, where required, in connection with the safe performance of the Services, with 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 Contract.

Service Provider shall ensure that his personnel have been trained in the correct use and application of PPE. All such training shall be documented and available to company on request.

## **27.10 EQUIPMENT,TOOLS,TACKLES AND RESOURCES**

Service Provider shall ensure that all plant, tools and equipment used by Service Provider's Personnel in the performance of the Services are suitable for use for 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.

Service Provider shall maintain a register of all lifting equipment and tackle. 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. Service Provider shall ensure pre-inspection of lifting tools tackles including wire



rope slings, clamps, shackles, hooks etc before taking up the job. Company reserves the right to require, 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.

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 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 company or any other agency at site is damaged by Service Provider, it will be made good at the risk and cost of 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 regulation.

Vehicles operating in company premises shall observe all parking and speed restrictions, road signs and traffic rules as per 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 are stored in appropriate containers clearly labelled prior to sending to site, all hazard substances are risk assessed to determine their safety requirements and suitability for use.

#### **27.12 WORK PERMITS**

Service Provider shall follow the site Permit to Work (PTW) system for carrying out hazardous activities that includes following (but not limited to) activities. The Service Provider shall not perform any of such activities without first 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.

Service Provider shall ensure that all Service Providers' Personnel are able to perform the essential functions of their respective assignments and shall certify the same to Company if so requested by Company or if required by law. Service Provider's medical assessment process shall equal or exceed the requirements of Company's medical assessment procedure.

Service Provider shall ensure health assessment, monitoring and management of contract personnel exposure to noise, dust and other physical hazards that have the potential to be harmful to health.

### **27.14 DISEASE**

Service Provider shall ensure that any of Service Provider's Personnel who exhibit any symptoms of any severe infectious disease that is communicable by air or surface contact immediately make appropriate arrangements to be medically assessed and removed from the Site until they have received medical clearance and can provide proof of such clearance.

### **27.15 HYGIENE AND HOUSEKEEPING**

Service Provider shall ensure that Service Provider's Personnel maintain high standards of hygiene and housekeeping on the Site. Service Provider shall conduct routine hygiene and housekeeping inspections on the site to ensure that standards are maintained.

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 Company.

## **27.16 ENVIRONMENT PROTECTION**

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 to law. Any oil/grease soaked cotton waste would be collected from site of work and suitably disposed as per the guidelines.

Service Provider shall use appropriate Personnel protective equipment's and follow requisite procedure for handling, transportation and storage of Hazardous wastes inside the plant including disposal sites owned by company.

Service Provider shall be solely responsible for damage caused to the surrounding/ environment during transit.

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. Service Provider shall be solely responsible for the legal actions that may be initiated consequent to environmental hazards as aforesaid. Service Provider would ensure that spillages, leakages and overflows etc are attended immediately on notice or on intimation.

## **27.17 SMOKING**

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 legislation 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 noncompliance 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 he has applied selection procedures that ensure that his 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 he 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 sub-Service Providers by the Service Provider.

#### **27.22 MONITORING**

Compliance check by Service Provider: The Service Provider shall monitor his safety performance and that of his sub-Service Providers to ensure compliance with standards set in the contract. 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 weight age and set safety KPIs in the Service Provider's scorecard. The scorecard performance shall be reviewed periodically.

### **27.23 SERVICE PROVIDER QUERIES**

The queries should be normally directed to company's designate as specified in contract. 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.