



OWNER:

THE TATA POWER COMPANY LIMITED

TITLE OF WORK TO BE AWARDED:

**NOTICE INVITING EOI FOR 3 YEARS OLA FOR PUMP REPAIR & MAINTENANCE WORK AT BHIRA HEADWORKS. BHIRA
GENERATION STATION, THE TATA POWER COMPANY LIMITED, TALUKA MANGAON, DIST RAIGAD, MAHARASTRA-402308**

ENQUIRY REFERENCE NO.: CC26SPS042

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR

NOTICE INVITING EOI FOR 3 YEARS OLA FOR PUMP REPAIR & MAINTENANCE WORK AT BHIRA HEADWORKS

Enquiry reference no.: CC26SPS042
3 YEARS OLA FOR PUMP REPAIR & MAINTENANCE WORK AT BHIRA HEADWORKS
Type of Bidding: E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
Contact Details: All communication including EOI submission shall be addressed to following officer/s: Mr. Sat Singh Email: sat.singh@tatapower.com Copy of all communications shall be marked to (Cc): Mr. Kailash B Surve Email: ksurve@tatapower.com

The Tata Power Company Limited (“Owner”) invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Work Package:

Table 1

Package Description	Tender Fee	Bid Security	Estimated package value
3 years OLA for pump repair & maintenance work at Bhira headworks	INR 2000/- (INR One Thousand Only) <i>To be submitted along with EOI.</i>	INR 100,000/- (INR One Lakh Only). <i>Bid Security to be submitted as a Guarantee/ DD/ NEFT at the BID stage (and not with EOI)</i>	Approx. INR 90 lakhs for 3 years

1. INTRODUCTION:

The Tata Power Company Limited (TPC) is among the largest private sector Power Utility companies in India with presence in Generation, Transmission and Distribution of Power through conventional and renewable sources.

The tendering/ procurement activities for this Package are being managed from Tata Power’s following office:

Tata Power Trombay Thermal Power Station,
Corporate Contracts, 5t Floor, Station B,
The Tata Power Company Limited,
Chembur-Mahul Mumbai 400074 13,
Maharashtra, India.

2. Brief SCOPE OF WORK:

This Notice is for inviting Expression of Interest:

Scope of work includes repair and maintenance of 270HP, Single stage, Aqua make, pump, 215HP, Single stage, Aqua make, pump, 200HP single stage, Aromec make, pump, 150HP, single stage, Aqua make, pump, 100HP, single stage, Aqua make, pump, 90HP, single stage, Aromec make, pump, 170HP, multistage, Kamala make, pump, 100HP, multistage, Kamala make, pump, 50HP, multistage, Kamala make, pump, 25HP, multistage, Kamala make, pump etc.

3. TENDER FEE & TIMELINES:

a) Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than deadline specified below. Request for extension of EOI submission date will be not entertained.

b) Interested bidders should submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:

- Mails shall be addressed to (To): sat.singh@tatapower.com
- Must mark copy to (cc): ksurve@tatapower.com

EOI / requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.

c) Tender Fee, as indicated in the Table1 above may be paid through **NEFT/RTGS** as per details for payment of Tender Fee given in Table2 below:

Table 2

Details for payment of Tender Fee:	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name: The Tata Power Company Limited Bank Name: HDFC Bank A/c no: 00600110000763 IFS Code: HDFC0000060 A/c type: CC Branch Name & Address: HDFC Bank, Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400023
Deadline for tender fee payment and submission of EOI:	15th July 2025, CoB

d) Expression of Interest letter to be submitted along with tender fee payment details should include the following details:

- A covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number and your EOI to participate in the tendering process.
- Tender fee payment details / reference no (ensure that tender fee is received by us within specified deadline)

-
- Bidder to indicate authorized person name, contact number and e-mail id (mandatory) of the person to whom RFQ / tender and all other communications to be addressed for this tender.
- e) Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties submitting a valid EOI as per terms mentioned in this document.

4. BIDDER PRE-QUALIFICATION REQUIREMENTS:

Interested parties to note that Bidder shall be required to fulfill the following bidder pre-qualification requirement / criteria to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

4.1 TECHNICAL REQUIREMENT:

1. Bidder should have minimum 5 years' experience in carrying out repair and maintenance of industrial pumps (centrifugal/submersible/vertical turbine) of capacity up to 300 HP.
2. Bidder's staff should have experience in carrying out repair and maintenance of industrial pumps.
3. Bidder should have experience in Providing services in Power Plants.
4. The bidder must have completed at least **2 similar works** in the last **5 years**, each involving repair of pumps of capacity not less than 250 HP.
5. The bidder must have necessary infrastructure, tools, testing equipment, and skilled manpower to carry out pump repairs up to 300 HP.
6. Preference will be given to bidders who have a service Center or workshop facility within the state or within 250 km of the work site.
7. Bidder shall provide 2 Purchase Orders of similar experience as above in last 3 years of PO of value not less than 25 lakh/ year.
8. The bidder shall submit client completion certificates, purchase/work orders, and performance reports for completed works.
9. Bidder should preferably have ISO 9001 / ISO 14001 / ISO 45001 certification or must give an undertaking for its willingness to obtain the same within 2 months of qualification for the work.

4.2 FINANCIAL REQUIREMENT:

Bidder / Tenderer should have minimum Average Annual Turn-over of Rs. 90 Lakhs (Indian Rupees Ninety Lakhs) during the last three financial years i.e., FY 2021 -22, FY 2022 -23 and FY 2023-24 (Attach Profit & Loss Certificate with UDIN from Chartered Accountant in this regard)

It may be noted that the above requirements are minimum qualification criteria. However, Tata Power reserves its right to further assess the capabilities of the parties and reserves its rights to further shortlist, accept or reject any party without assigning any reason. The tender may be split in more than one parties at the discretion of Owner.

5. BID SECURITY / EMD:

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of Bank Guarantee or through RTGS or Demand Draft,**

for an amount as defined in the covering page of this notice document. Bids not accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.

Interested parties to note that Bid Security is not required with the EOI, and it is required to be submitted with the Bid only during Bid Submission stage once RFQ is released to the interested parties that have submitted a valid EOI.

6. BIDDING PROCESS:

Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties that submitted a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender docume

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Ref No: CC26SPS042	THE TATA POWER COMPANY LIMITED	
	Instructions to Bidder (Two Part Bid)	SHEET 1 of 4

1. The Tata Power Company Limited (TPCL) invites sealed bid for “Supply, fabrication and erection work for strengthening of firefighting system at Mundra Thermal Power Station (MTPS)”.
2. The bid package is issued in the name of Bidder and is non-transferable.
3. Bidder shall acknowledge the receipt of the tender within two (2) working days from the Date of issue of this Request for Quotation (RFQ)/enquiry.
4. Bidders shall review the entire tender document (including technical documents) and ensure the given objectives expected herein can be achieved or the technical requirements can be met in totality. Any deviation or substitution must be highlighted on a separate document.
5. Bidder must carefully go through all commercial conditions of contract before quoting the price. Any exceptions pertaining to clauses affecting prices or costs either way must be clearly stated.
6. Any deviation taken by Bidder may lead to rejection of the bid.
7. Bidder shall quote a firm price and shall be bound to keep this price firm without any escalation for any reason whatsoever until they complete the Service against the tender.
8. Bidder shall give clear break-up of the basic price and the taxes and duties included in the price quoted.
9. The quantities mentioned in the tender are liable for change.
10. The award against the tender may be split among more than one bidder at the discretion of TPCL.
11. Tata Power reserves the right to accept or reject any or all bids or cancel/ withdraw the RFQ without assigning any reason whatsoever. In such an event, no claim shall be made arising out of such action.
12. Any time prior to the deadline for submission of Bid, Tata Power may for any reasons, whether at their own initiative or in response to clarifications requested by Bidders, modify the enquiry including specification by amendment. The amendment will be notified in writing to all qualified Bidders to whom the RFQ has been issued and will be binding on them. The Bidder shall acknowledge the receipt of the amendment promptly upon the receipt of the same. In order to afford Bidders time in preparing of Bid due to amendment, Tata Power may, at its discretion, extend the deadline set for submission of the Bid.
13. Tata Power will not be liable for any expenses whatsoever incurred by the Bidder for the preparation, submission and opening of bids.

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	Instructions to Bidder (Two Part Bid)	SHEET 2 of 4

14. This specification consists of two (2) volumes.

14.1. Volume – I

A-Instruction to bidders, B- Special Conditions of Contract, C 1&2 - General Terms and Conditions, D 1-5 - Env- Health & Safety-Sustainability & TCOC, E- Agreed terms and Conditions (ATC), F1&2 – Format CPBG & Pre-Bid Queries, G - Vendor Declaration Compliances.

14.2. Volume – II

A – Technical Specification, B – Scope of Work.

15. Submission of Offer

Two bid system: Bidder shall submit complete bid including list of deviations if any to the Scope of Work and the terms & conditions of the RFQ if any as well as furnish all required and relevant supporting documents to demonstrate their qualification against tender document / RFQ and bidders not found meeting the pre-qualification requirements as given in EOI document will be disqualified from the tender.

16. Kindly, note that the Technical Bid shall contain unpriced copy of "Price Schedule" (i.e. Price Schedule duly filled clearly stating "Quoted / Not Quoted / Not Applicable" as the case may be instead of the actual price) along with all the documents of Volume I and Volume II duly signed and stamped. Kindly note that offers submitted with price details in Technical Bid are liable for rejection.

17. The bidder shall sign, its proposal with the exact names of the entity to which the contract is to be awarded. Each page of the bid shall be duly signed and sealed by an authorized officer of the bidder's organization.

18. The bid must be kept valid for 180 days from the date of bid submission. In exceptional circumstances TPCL may solicit the bidder's consent to an extension of the period of validity.

19. Bidders are advised to submit their bid well in time.

Table 1

Last Date of receipt of pre-Bid queries	15th Jan 2025
Date of Site Visit/Pre-bid meeting	17th Jan 2025
Bid Submission Due date	As specified in Ariba event

20. Bidders are advised to submit their bid well in time i. e. on or before bid submission date and time. Request for extension of Bid submission date will not be entertained.

21. Bid Security / Bid Security Validity:

21.1. Owner may request for extension of Bid Validity at its convenience till the award of contract to the successful Bidder and accordingly, Bidder shall extend the Bid Security Validity along with the Bid Validity such that the Bid Security is valid for at least 45 days beyond the Bid Validity date. In case Bidder do not accept Owner's request of extension to Bid Validity or Bidder fails to suitably extend the Bid Security Validity date in line with the above requirement before the expiry date, the Bid shall thereon be treated as invalid and not evaluated further.

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	Instructions to Bidder (Two Part Bid)	SHEET 3 of 4

21.2. Subsequent to post-bid discussions/clarifications and in response to Owner's request for any revised Price Bid/s thereon, any revised Price Bid submitted by the Bidder shall thereon have the same Bid Validity of 180 days from the Bid Submission Date of such revised Price Bids and Bidder shall have to extend the Bid Security Validity accordingly for minimum 180 days from such revised Bid Submission Date failing which the Bid shall be rejected.

21.3. Bids not accompanied by an acceptable Bid Security shall be summarily rejected by the Owner as being non-responsive and not evaluated further. Bid Security of the unsuccessful bidder will be returned at the end of the Bid Validity. Bid Security of successful Bidder shall be returned on submission of Contract Performance Security cum Warranty Bank Guarantee (CPBG) and due acceptance of the same by Owner. Successful Bidder must therefore submit CPBG well in advance prior to the expiry of the

Bid Security failing which Owner shall be within his rights to revoke the Bid Security

21.4. The bid package document shall remain the property of the Company.

22. Evaluation Criteria:

22.1. The bids will be evaluated technically on the compliance to tender terms and conditions, scope compliance etc.

22.2. The bids will be evaluated commercially on lowest total contract price basis as per Price Schedule. Hence, all bidders are advised to quote their most competitive offer.

23. Bid Opening & Evaluation Process:

23.1. Process to be Confidential:

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the TPCL processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

23.2. Technical Bid Opening:

Technical Bid of all valid Bids shall be opened simultaneously.

23.3. Preliminary Examination of Bids/ Responsiveness:

TPCL will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order. TPCL may ask for submission of original documents to verify the documents submitted in support of qualification criteria.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

Prior to the detailed evaluation, TPCL will determine the substantial responsiveness of each Bid to the Bidding Documents including capability of providing the Goods/Services and acceptable quality of the Goods / Services offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation.

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Bid determined as not substantially responsive will be rejected by TPCL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

23.4. Techno Commercial Clarifications:

Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation and comparison of Bids, TPCL may, at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to the TPCL specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing only. Where applicable, Safety Bid shall also be evaluated along with technical bid for the qualification of Bidders against their safety systems & practices and past safety records.

23.5. Price Bid Opening:

Bidders may be asked to submit revised Price Bid in case there is any material change agreed by TPCL during technical evaluation / clarifications. Price Bid of only Technically and / or Safety Qualified Bidders shall be considered and opened.

23.6. Contact Details: All communication shall be addressed to following officer/s:

Mr. Kunal Yenpure

Email: kunal.yenpure@tatapower.com

Copy of all communications shall be marked to (Cc):

Mr. Ravi Shingare

Email: ravi.shingare@tatapower.com

Mr. P Ramrayka

Email: p.ramrayka@tatapower.com

23.7. Reverse Auctions:

TPCL reserves the right to go for Reverse Auction (RA) for price negotiation and discover the most competitive price on its e-sourcing portal. This will be decided after techno-commercial evaluation of the bids. Bidders need to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in nonconsideration of their bids, in case TPCL decides to go for RA. Only those Bidder who are techno-commercially qualified & have submitted valid Price Bids shall be eligible to participate further in RA process. However, H1 Bidder (whose price bid is the highest post techno-commercial evaluation) shall not be allowed to participate in further RA process provided minimum three techno-commercially qualified bids are available.

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	Supply, fabrication and erection work for strengthening of firefighting system at Mundra Thermal Power Station (MTPS).	

SPECIAL CONDITIONS OF CONTRACT

Sr. No.	PRINCIPLES OF TERMS & CONDITIONS				
	<p>The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Wherever there is a conflict, the provisions herein shall prevail over GCC to the extent of the conflict only with the rest of the GCC provisions remaining valid and applicable.</p> <p>Where Contractor is used, Bidder to note that the Contractor means the successful Bidder whose Bid is accepted by Owner.</p>				
1.	<p>Contract Price and Contract Structure:</p> <ol style="list-style-type: none">1. The Contract Price shall be derived from the Bill of Quantity (BOQ) provided in the Price Schedule.2. The Unit Rates shall remain fixed during the entire contract period. The quantities mentioned therein are estimated and may change during execution. Payment shall be made as per the agreed Unit Rates and actual executed quantity duly certified by Order Manager. The execution of the BOQ based material /line item shall be planned as per the requirements at site/drawings/instructions of Project Manager. Accordingly, Contractor shall ensure sequential deliveries and optimum quantities for the job.3. The Contract Price shall be on Delivered at Place (DAP) MTSP stores basis inclusive of shipment worthy packing & forwarding, freight and transit insurance, handlings, all taxes, levies and duties, etc. for the complete job/ package as detailed out in the Technical Specifications.4. The prices quoted are in Indian Rupee only. <p>Since the Contract is in INR, any impact of foreign exchange rate variation shall be to the account of the Contractor and no claims whatsoever shall be allowed in the Contract price on account of exchange rate variations.</p> <p>Any services/ item required for completion of the Work and essential for meeting the performances, warranties, safety and operation of the Work but not specifically covered in the Technical Specifications shall be deemed to be included in the scope and price of the Contract and no extra charges / claims shall be permitted other than the price quoted as per Price Schedule.</p>				
2.	<p>Definitions:</p> <table border="1" style="width: 100%;"><tbody><tr><td style="width: 15%;">Owner</td><td>The Tata Power Company Limited</td></tr><tr><td>Site</td><td>Mundra Thermal Power Station - Ultra Mega Power Plant, Tunda-Vandh Road, Tunda Village, Mundra, Kutch 370 435, Gujarat</td></tr></tbody></table> <p>It may be noted that the words "Employer" and "Purchaser" whether used separately or in conjunction with "Owner" shall have the same meaning as "Owner" and these words are intended to be used interchangeably.</p>	Owner	The Tata Power Company Limited	Site	Mundra Thermal Power Station - Ultra Mega Power Plant, Tunda-Vandh Road, Tunda Village, Mundra, Kutch 370 435, Gujarat
Owner	The Tata Power Company Limited				
Site	Mundra Thermal Power Station - Ultra Mega Power Plant, Tunda-Vandh Road, Tunda Village, Mundra, Kutch 370 435, Gujarat				
3.	<p>Contract Price Validity:</p> <p>The Bid Price shall remain valid for a period of 180 (one hundred & eighty) days, reckoned from the date of opening of the bids including final / revised bids if any submitted by Bidder. The Contract Price (bid price of successful Bidder) and currency shall remain FIXED during the tenancy of the Contract.</p>				

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4.	<p>Taxes & Duties: Prices are excluding only GST which shall be payable extra as per applicable rates, current rate being 18%. All other taxes, duties, cess etc. shall be deemed to be included in the price submitted. Statutory variations in taxes & duties shall be applicable only as provisioned in the GCC.</p>
5.	<p>Payment Terms: Payment terms for Supplies (including Mandatory Spares):</p> <ol style="list-style-type: none"> i. 80% (Eighty percent) of item wise supply contract price for the delivered quantities on receipt of material at Site for which Material Dispatch Clearance Certificate (MDCC), physical verification and certification is issued by the Owner for having received and stored at Site. The pro rata payment shall be made as per the Price Schedule. This payment shall only be released after submission of contract performance bank guarantees (CPBG) of 10% of the Contract Price. ii. 20% (twenty percent) of the contract price on successful commissioning and issuance of Final Acceptance/Take-over Certificate (FAC) for the relevant Package by Owner. <p>Payment for site Services: 100% (Hundred percent) of the services contract price on commissioning of the Package and issuance of Final Acceptance Certificate (FAC) for the relevant Package by Owner.</p> <p>All payments shall be done with 60 days credit from the date of receipt material / date of receipt of commercially clear and error-free invoices duly certified by Order Manager whichever is later. All payments due to the Contractor shall be made after deduction of LDs / TDS etc. as applicable.</p>
6.	<p>Work/Delivery Completion Period: The Effective Date of Contract which shall be the date of issue of Letter of Award (LOA) or PO whichever is earlier. Contractual Time for Completion of all activities covered under the Contract shall be 10 months from the Effective Date. (Bidders are requested to submit their earliest possible schedule for completion of Works on best effort basis for any possible improvement to the above schedule). Liquidated damages as specified in subsequent clauses shall be applicable in case of delay/s in Work Completion Schedule.</p>
7.	<p>LD for Delay: LD will be applicable, as 1% of the total contract price for every week or part thereof for each week's delay, beyond the agreed work completion date, subject to a maximum of 10% of the total contract price.</p>
8.	<p>Contract Performance Bank Guarantee (CPBG): Contractor to submit within 15 days of Effective Date an unconditional irrevocable bank guarantee payable on demand duly stamped strictly as per the prescribed format of Owner for a sum equivalent to 10% of the Contract Price towards Contract Security and Performance Guarantee. The CPBG shall be valid till the end of Warranty / Defects Liability Period and shall have a claim period of not less than 6 months beyond the expiry date.</p>
9.	<p>Warranty/Defect Liability Period: Warranty Period shall be 7 years from the date of commissioning.</p>
10.	<p>Insurances: Contractor shall take all necessary insurances of adequate sums to cover all its manpower / material / resources including 3rd party general liability insurance / workmen compensation policy as applicable. In the event of any loss or damages or any accident etc., the Contractor shall make all claims directly with his insurer. Any difference between the claims settled and the actual value of loss shall be borne by the Contractor. The Contractor will bear the additional costs for replacements if any</p>

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	and ensure timely delivery as mutually agreed. Owner shall not be responsible for any loss or damage whether by accident or otherwise to equipment or material or to any personnel of the Contractor or its sub-contractors.
11.	Lodging, Boarding, Travel and Local Conveyances: Prices are inclusive of boarding & lodging, travel costs, local conveyances of any nature and no separate payment on any of these accounts admissible. Contractor shall arrange for accommodation of his personnel outside the plant premises only (accommodation inside the plant premises shall not be permitted).
12.	Compliance to Safety T&Cs: Contractor shall comply with all Safety Terms and Conditions annexed to the GCC at all times inside the Site / Owner's premises.
13.	TPSDI Training: To improve work safety and to ensure that all work force deployed at owner premises have the right orientation/ induction and skills training before they undertake any work, the contractor shall abide by Tata Power Contractor Safety Code of Conduct including the Safety Terms and conditions and ensure TPSDI training as applicable for services/ works executed at the project Site are imparted to the workforce. These TPSDI trainings shall be imparted at various Tata Power Skill Development Institutes including the one in MTPS at nominal rates. The current cost and duration of each training are as given in Annexure-I

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Annexure I

Schedule of rates for SHE L0, L1, L2 & L3 trainings

Reference Contractor safety code of conduct Rev 6 clause 5.3 & 5.4, please find the current applicable schedule of rates charged by TPSDI for various SHE trainings as under:

Name of Training Program	Applicable to	Training duration	Training Charges	Total Charges /per Person	Validity
SHE-L0 Basic Safety Training	Contractor workers engaged in nontechnical works e.g., Housekeeping, Gardening, Pantry, Canteen, driving of passenger vehicle etc.	1 days	Rs 700.00 Per day /per person	Rs. 700/- Per person / per training	3 years
SHE-L1 Basic Safety Training	All contractor workers engaged in technical jobs	2 days	Rs 700.00 Per day /per person	Rs. 1400/- Per person / per training	3 years
SHE-L2 Critical Safety Procedure	Contractor workers engaged in critical jobs (13 critical work are Work at Height, Work on electrical System, Work in confined space	2 Days	Rs 700.00 Per day /per person	Rs. 1400/- Per person / per training	3 years
SHE-L3 Training for supervisors	All Supervisors working under contractors	2 Days	Rs 700.00 Per day /per person	Rs. 1400/- Per person / per training	3 years
SHE L1/L0 Revalidation Test	All employees of Contractors	Quarterly Online test	Free	Free	3 months
**RPL (Recognition to the Prior Learning) in Safety	All employees of Contractors	As and when required	Rs. 300/-	Rs. 300/-	3 years

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Contractor shall ensure SHE trainings as per the Safety code of conduct and include the costs related to the training fees and associated man days as an integral part of the scope for the Package.

****Recognition to the Prior Learning in Safety:** If “Order Manger” recommends and “Head of the Safety Department of division” is satisfied with the safety knowledge and competency of the employee of contractor a test (RPL) may be conducted by TPSDI / other recognised institute to assess the prior learning in safety. If employees of the contractors will pass in such test, he will be exempted from appearing in SHE L1 training. Assess the prior learning in safety. If employees of the contractors will pass in such test, he will be exempted from appearing in SHE L1 training.

The Tata Power Company Limited is hereunder referred to as the "Purchaser" or "Company". The person, firm or company selling the goods, the subject of this purchase order is referred to as "Vendor" or "Contractor". The subject of this purchase order is hereinafter referred to as the "Material(s)" or "Goods".

The Contract shall mean the contract as derived from the following:

1. Purchase Order (with 'Commercial Notes' and Annexures to the Purchase Order referred thereon)
2. Technical Specifications.
3. General Terms & Conditions

The documents including all reference document (s) and Annexures forming the Contract are to be read together as a whole and are to be taken as mutually explanatory.

1. Price:

Unless otherwise specifically stipulated, the price shall be firm and shall not be subject to escalation for any reason till the validity of this Contract.

Unless otherwise specifically stipulated, the price shall be inclusive of road/ rail worthy water-proof packing & forwarding charges up to effecting delivery at FOT/ FOR despatch point, GST and shall also be inclusive of inland freight, terminal taxes and entry taxes as leviable on the transportation or entry of goods into any local area limits pursuant to the Contract.

2. Taxes and Duties:

2.1 The Contract Price shall be inclusive of all taxes, duties, including but not limited to GST or any local taxes, levies imposed by State/Central/Local governments

2.2 Taxes as mentioned in the Contract Price or Price Schedule shall be paid to the contractor subject to the Contractor complying with all the statutory requirements and furnishing the relevant documents including error free invoices containing detailed break-up of the taxes

2.3 However the payment of GST or local levies shall be restricted to the total amount as indicated in the price schedule.

2.4 Any duties, levies or taxes not mentioned in Contract Price or Price Schedule but applicable as per any

statute (s) shall be deemed to be included in the Contract price and shall be to the account of the Contractor.

2.5 Any statutory variation in duties, levies or taxes if applicable and specified in this Contract till the scheduled date for supply of Goods and limited to direct invoices of the Contractor shall be to the account of Purchaser. The Contractor shall have the obligation to provide the necessary documentary evidence / supporting by way of gazetted notifications etc. to prove the change in such levies or taxes between the due date of submission of the Bid and the scheduled date of supply of goods to claim the difference.

2.6 The Contractor shall pass on to the Purchaser all the benefits of either reduction in tax rates, exemptions, concessions, rebate, set off, credits etc. or introduction of new tax rates exemptions, concessions, rebate, set off, credits etc. pertaining to all taxes, duties, imposts, fees and levies in respect of the supplies of Goods or performance of obligations under the contract. This would specifically include reduction of tax rates as a result of statutory changes or judicial rulings.

2.7 Any other taxes, levies and duties not mentioned in Contract Price or Price Schedule but applicable as per any statute (s) or introduction (omission) of new taxes, levies and duties shall be deemed to be included in the Contract Price and shall be to the account of the Contractor.

2.8 For facilitating availment of a credit, set-off, rebate, drawback or like benefit available to the Purchaser, the Contractor will facilitate the Purchaser by providing the necessary documentary and/or procedural support. In any process of assessment or re-assessment, of taxes payable by the Purchaser. Wherever expressly agreed the purchaser would provide the statutory form 'C' to the seller for availing the concessional rate of Central sales tax.

2.9 The Contractor shall bear and pay all the costs, liabilities, levies, interest,

penalties in respect of non-compliances of any legal requirements as per various statutory provisions. The contractor shall keep the owner indemnified at all times from any tax liability, interest, penalties or assessments that may be imposed by the statutory authorities for non-compliances or non-observation of any statutory requirements by the Contractor.

- 2.10 Purchaser shall pay the invoices to the Vendor after necessary deductions as prescribed under the applicable law, income – tax or other deductions under the State Tax laws as may be applicable to the Contract.

3 Packing details:

Packing details: The material must be packed in suitable packing to suit the mode of transport and to ensure its safe receipt at point of delivery. Any damage to material noticed at the time of delivery at site, due to improper packing or any other reason whatsoever shall be the responsibility of the Vendor. Such damaged goods shall be replaced within 14 days from intimation from the Purchaser.

4 Transportation and Unloading at Site:

The Vendor shall deliver the Material(s) at site/ Stores as per the delivery address specified in the Purchase order. The unloading at delivery shall be organised by the Purchaser unless otherwise specified. The receipt of the material/ equipment is subject to inspection and rejection if Material(s) is found unsatisfactory or any of the clauses under this purchase order are violated.

5 Insurance:

Unless otherwise specified, Purchaser will be responsible to obtain transit insurance for the Material(s). The Vendor shall intimate the Order Manager (as mentioned in the Purchase Order) along with Invoice, packing list, the Railway Receipt/Truck or Lorry Receipt etc. immediately after the consignment is booked, at the e-mail id mentioned in the Purchase order.

6 Payment Terms:

100% payment shall be made within 60 days from the receipt and acceptance of the material at the Consignee Stores/ Site/ Location as per the Contractual terms and conditions herein.

7 Bills and invoice:

The tax invoices should contain the details to comply with the GST Law. The supplier shall:

- i) Furnish (electronically) and communicate to the Owner, the details of Goods or Services supplied by the 10th of the month succeeding the said tax period,
- ii) Upon discovery of any discrepancy, rectify it and shall pay the tax and interest thereof,
- iii) Furnish the returns (electronically), for the inward and outward supplies of Goods and/or Services, before the specified dates as per the GST Law,
- iv) Communicate the tax paid, credits etc. as and when credited.
- v) The Invoice should clearly state the description of the goods, quantity, sale price, tax %, and tax amount;
- vi) The Invoice should be signed by an Authorized Signatory.

Bills/Invoices in the name of The Tata Power Company Ltd. with packing lists in triplicate shall be forwarded along with the equipment.

Contractor to furnish GST Registration no. in all invoices as well as Purchaser's (Tata Power's) GST no.

8 Transfer of Title and risk:

The transfer of property and risk of Material(s) shall be deemed to take place as follows:

- a. For delivery F.O.R. or F.O.T. despatch point: Transfer of property on handing over the Material(s) to the carrier against receipt of clean Railway Receipt/Truck or Lorry Receipt and such receipt having been handed over to Purchaser. However, the risk of loss shall pass to the Purchaser on delivery of goods at the specified destination.
- b. In case the Material(s) are procured by the Vendor from sub-vendors on receipt of duly endorsed documents of title to the goods.

9 Contract Performance Bank Guarantee (In case applicable):

- 9.1 The Vendor shall within 15 days of issue of this Purchase Order furnish an unconditional irrevocable bank guarantee duly stamped and strictly as per the prescribed format of the Purchaser from any nationalized bank or any scheduled bank having a branch in Mumbai and approved by the

Purchaser for a sum equivalent to 10% of the Total value of Order valid for a period not less than 6 months from the expiry of the Warranty period.

- 9.2 Irrespective of the performance demonstrated as part of the Factory Acceptance Tests Takeover tests / Performance Tests etc, the Purchaser may call for re-validation of performance of the system during the performance guarantee period by conducting fresh performance tests if in its opinion, the system is not able to deliver the designed performances based on its operational performance results. If the equipment fails to prove the performance during such performance tests, the Purchaser may allow the Vendor to either rectify the system by addition / modification of equipment etc at the Vendor's costs & risk to restore the performance levels. Failure to rectify the system to achieve the designed performance levels may result in imposition of penalties including revocation of the Performance Bank Guarantee and forfeiture of the entire amount under the Performance Guarantee.
- 9.3 In case the Vendor fails to furnish the requisite Bank Guarantee as stipulated above, then the Company shall have the option to terminate the contract besides other contractual remedies.

10 Price reduction:

10.1 The Vendor agrees that time of supply of Material(s) is of prime importance. If the Vendor fails to supply Material(s) before the respective scheduled / fixed date for supply. Company may without prejudice to any other right or remedy available to the Company: -

- 10.1.1 Recover from the Vendor ascertained and agreed, genuine pre-estimate liquidated damages, and not by way of penalty, a sum equivalent to 1% (of total value of order) per week or part thereof for each week's delay, beyond the scheduled supply date each subject to maximum of 10% of the total order value, even though the Company may accept delay

in supply after the expiry of the scheduled supply date. The Company may, at its discretion, set off the aforesaid amounts from any other amounts owed by the Company to the Vendor or recover such amounts in other manner as may be permissible under applicable laws.

- 10.1.2 Arrange to get supply from elsewhere on account and at the sole risk of the Vendor, such decision of the Company being final and binding on the Vendor; or
- 10.1.3 Terminate the contract or a portion of supply of the supply work thereof, and if so desired, arrange for the supply in default by the Vendor to be attained from elsewhere at the sole risks and costs of the Vendor.

10.2 Liquidated damages for performance shortfall (if applicable) shall be specified in the Technical Specifications.

10.3 The Liquidated Damages referred in this clause 10 may be recovered by the Company from the Vendor as set off against any monies owed by the Company to the Vendor or in any other manner permissible under applicable laws.

11 Warranties:

- 11.1 Materials and Workmanship: Vendor shall fully warrant that all the stores, equipment and component supplied under the order shall be new and of first class quality according to the specifications and shall be free from defects (even concealed fault, deficiency in design, materials and workmanship).
- 11.2 Should any defects be noticed in design, material and/or workmanship within 12 months after the Material(s) or any portion thereof as the case may be have been commissioned or for 24 months from the date of delivery, whichever period concludes earlier. Purchaser shall inform Vendor and

Vendor shall immediately on receipt of such intimation, depute their personnel within 7 days to investigate the causes of defects and arrange rectification/ replacement/ modification of the defective equipment at site, without any cost to Purchaser within a reasonable period. If the Vendor fails to take proper corrective action to repair/replace defects satisfactorily within a reasonable period, Purchaser shall be free to take such corrective action as may be deemed necessary at Vendor's risk and cost after giving notice to the Vendor, including arranging supply of the Goods from elsewhere at the sole risk and cost of the Vendor.

- 11.3 In case defects are of such nature that equipment shall have to be taken to Vendor's work for rectification etc., Vendor shall take the equipment at his costs after giving necessary undertaking or security as may be required by Purchaser. After repair Vendor shall deliver the equipment at site on freight paid basis. Any taxes applicable in relation to this repair shall be to the Vendor's account. All risks in transit to and fro shall be borne by the Vendor.
- 11.4 Equipment or spare parts thereof replaced shall have further warranty for a period of 12 months from the date of acceptance.

12 Quality, Testing, inspection, installation:

- 12.1 All Material(s) supplied under this Contract shall be new and unused.
- 12.2 Wherever a specific Quality Assurance Plan is provided with the Request for Quotation (RFQ) or agreed as part of the commercial/ technical discussions, the same shall be binding on the Vendor.
- 12.3 The material shall be inspected
- a. At consignee end by Purchaser.
 - b. At factory premise of the Vendor/ subvendor by Purchaser or third party duly nominated by Purchaser. The Vendor shall extend all necessary co-operation to Purchaser/ third party inspector carrying out the inspection. The Inspector(s) shall have the right to carry out the inspection or testing, which will include inspection and testing of the raw

materials at manufacturers shop, at fabricators shop and at the time of actual despatch before and/or after completion of packing.

- 12.4 The Vendor will inform Purchaser at least eight (8) days in advance of the exact place, date and time of tendering the Material(s) for required inspection and provide free access to the Inspector(s) during normal working hours at Vendor's or his/ its sub-Suppliers works, and place at the disposal of the Inspector(s) all useful means for undertaking the Inspection, checking the results of tests performed, marking the Material(s), getting additional tests conducted and final stamping of the Material(s).
- 12.5 Even if the inspection and tests are fully carried out, the Vendor shall not be absolved from its responsibilities to ensure that the Material(s), raw materials, components and other inputs are supplied strictly to conform and comply with all the requirements of the Contract at all stages, whether during manufacture and fabrication, or at the time of Delivery as on arrival at site and after its erection or start up or consumption, and during the defect liability period. The inspections and tests are merely intended to prima facie satisfy Purchaser that the Material(s) and the parts and components comply with the requirements of the Contract.
- 12.6 *All costs associated with the inspection shall be included in cost of Material(s).*
- 12.7 Original material test certificate/ performance test certificate/ fitment certificate/ test reports etc. relevant/ applicable as per the specifications/ standards shall be dispatched along with the material supply failing which the material may be rejected.

13 Rejection:

- 13.1 Rejected goods shall be removed and replaced within 14 days of the date of communication of rejection.
- 13.2 Claim in respect of breakage/shortages in any cases shall be referred on the Vendor within ninety (90) days from the date of receipt of Goods by the Purchaser which shall be replaced/made good by the Vendor at

his own cost. All risk of loss or damage to the material shall be upon the Vendor till it is delivered to the purchaser/consignee.

Purchaser and intimated to the Vendor within 36 months of completion of warranty period.

14 General Indemnity:

The Vendor shall indemnify and keep the Purchaser indemnified from and against any and all claims, costs, liabilities (financial), litigations, compensations, judgments, expenses or damages (including attorney's fees and other related expenses) arising out of any breach or alleged breach of any of the conditions of this Contract, performance of the obligations hereunder, or any representation or misrepresentation made by the Vendor or any third party with regard to the subject of this Contract.

15 Indemnity against IPR:

The equipment, system, drawings, and other materials that shall be supplied against the order will become the Purchaser's property. Without limitation of any liability of whatsoever nature, the Purchaser shall be indemnified and kept indemnified against any claim for infringement or breach of any of the statutes, rules & regulations by the use of or sale of any article or material supplied by the Vendor. The indemnity shall include any infringement of patent, trade mark, design, copyright or other property rights whether in Country of Origin, or elsewhere resulting from the Vendor's design, manufacture, use, supply or re-supply & would also cover use or sale of any article or material supplied by the Vendor to the Purchaser under the Purchase Order. The Indemnity shall cover any claim/action taken by a third party either directly against the Purchaser or any claim/action made against the Vendor & where under the Purchaser is made liable. The Indemnity shall be for losses, damages, and costs including litigation costs, attorney fees etc incurred by the Purchaser in relation to the Purchase Order.

16 Latent Defects Liability period (if applicable):

Notwithstanding the inspections, acceptance tests, quality checks etc carried out by the Vendor and witnessed/accepted by the Purchaser, the Vendor shall further warrant the equipment for any latent defects in its design, material or workmanship against the specifications set forth and shall make good any such defects by way of repair or replacement of the part or whole of the defective product at its own cost & risks as and when such latent defects are observed and intimated by the

17 Force Majeure:

17.1 In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by it under this Contract the relative obligation of the party affected by such force majeure shall, after notice under this articles be suspended for the period during which such cause lasts. The term 'Force Majeure' as employed herein shall mean acts of God, wars (declared or undeclared), riots or civil commotion, fire, floods, and acts and regulations of the Government of India or State Government or any of the statutory agencies. Both the party shall pay to the other party, the amount payable upon the date of the occurrence of such force majeure.

17.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, thereby shall notify the other party in writing immediately but not later than twenty four (24) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of the claims.

17.3 During the period, the obligations of the parties are suspended by force majeure, the contractor shall not be entitled to payment of any rate.

17.4 In the event of the force majeure conditions continuing or reasonably expected to continue for a period more than thirty (30) days, Purchaser shall have the option of terminating the contract by giving seven (7) days notice thereof to the contractor.

18 Variation:

Except for any provisions in this Purchase Order, any change /modification to the terms and conditions of this Order can be issued only by Purchaser or with the prior written approval from Purchaser.

19 Termination

19.1 The Contract shall be deemed to be terminated on completion of delivery of Material(s)

19.2 Termination of Default by Vendor:

Purchaser may terminate the contract at any time if the Vendor fails to carry out any of his obligations including timely delivery under this Contract. Prior to termination, the Vendor shall be advised in writing of the causes of unsatisfactory performance to be improved upon 15 days of the receipt of notice. In case, if the Vendor fails to bring about the improvement to the satisfaction of the Purchaser, then the order shall be terminated.

19.3 Without prejudice to the rights and remedies available to Purchaser, Purchaser may terminate the Contract or part thereof with immediate effect with written notice to the Vendor if,:

19.3.1 The Vendor becomes bankrupt or goes into liquidation.

19.3.2 The Vendor makes a general assignment for the benefit of creditors.

19.3.3 A receiver is appointed for any substantial property owned by the Vendor.

19.3.4 The Vendor has misrepresented to Purchaser, acting on which misrepresentation Purchaser has placed the Purchase Order on the Vendor.

The Vendor/ Contractor shall not be entitled to any further payment under the Contract if the Contract is terminated. If the order is terminated under clause 19.2 and 19.3, the Vendor shall not be entitled to any further payment, except that, if Purchaser completes the supply of Material(s) and the costs of completion are less than the Total Order value, the Purchaser shall pay Vendor an amount properly allocable to supply of Material(s) fully performed by Vendor prior to termination for which payment was not made to Vendor. In case, the cost of completion of Material(s) exceed the total Order value, the additional cost incurred by Purchaser for such completion shall be paid by the Vendor.

19.4 Purchaser shall be entitled to terminate the Contract at it's convenience, at any time by giving thirty (30) Days prior notice to the Contractor. Such notice of termination shall specify that

termination is for Companies convenience and the date upon which such termination becomes effective. Upon receipt of such notice, the Contractor shall proceed as follows:

19.4.1 cease all further work, except for such work as may be necessary and instructed by the Company/ Company's representative for the purpose of protecting those parts of the supplies already manufactured;

19.4.2 stop all further sub-contracting or purchasing activity, and terminate Sub-contracts;

19.4.3 handover all Documents, equipment, materials and spares relating to the supply of goods prepared by the Contractor or procured from other sources up to the date of termination for which the Contractor has received payment equivalent to the value thereof; and

19.4.4 handover those parts of the supplies manufactured by the Contractor up to the date of termination.

Upon termination pursuant to clause 19.4, the Vendor shall be entitled to be paid the full value on the Material(s) delivered in accordance with the Contract.

19.5 The Contractor shall not be released from any of his obligations or liabilities accrued under the Contract on termination. For the avoidance of doubt, the termination of the Contract in accordance with this clause shall neither relieve the Contractor of his accrued obligations for Warranty or his accrued liability to pay (liquidated) damages for Delay nor shall entitle him to reduce the value of Performance Security.

20 Sub letting and assignment:

The contractor shall not without prior consent in writing of the Purchaser, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever, provided nevertheless that any such consent shall not

relieve the contractor from any obligation, duty or responsibility under the contract.

21 Dispute Resolution:

Dispute or differences arising out or relating to this Order shall be resolved amicably by the parties. Failing such amicable resolution of dispute / differences either party may refer the matter to arbitration of a Sole Arbitrator to be appointed jointly by both the parties. The award of the Arbitrator shall be final, binding and conclusive on the parties. The venue for arbitration shall be Mumbai. The Arbitration proceedings will be governed and regulated by the provisions of Indian Arbitration and Conciliation Act, 1996 as amended from time to time and the rules framed there under.

22 Governing laws

This Contract shall be construed in accordance with and governed by the Laws of India without giving effect to any principle of conflict of law.

23 Jurisdiction

This Contract and the transaction contemplated herein shall be subject to the exclusive jurisdiction of the competent Courts in Mumbai only.

24 Limitation of Liability

Notwithstanding anything contained in the Contract, the Contractor's aggregate liability under this Contract shall be limited 100% of the Total order value. This shall however, exclude liability arising pursuant to clause 2.8- tax indemnity, clause 14- General Indemnity, clause 15- Indemnity against IPR, clause 25 – Confidentiality and liabilities arising due to wilful misconduct, gross negligence, third party claims and corrupt acts attributable to the Vendor.

25 Confidentiality:

The Vendor shall use the Confidential Information of the Purchaser only in furtherance of this Contract and shall not transfer or otherwise disclose the Confidential Information to any third party. The Vendor shall (i) give access to such Confidential Information solely to those employees with a need to have access thereto; and (ii) take the same security precautions to protect against disclosure or unauthorized use of such Confidential Information that the party takes with its own confidential information but, in no event, shall

a party apply less than a reasonable standard of care to prevent such disclosure or unauthorized use.

26 Consequential Damages:

Unless otherwise specified, neither Party shall be responsible for and nor shall be liable to the other Party for indirect/consequential losses and damages suffered by such Party including for loss of use, loss of profit whether such liability or claims are based upon any negligence on the part of the other Party or its employees in connection with the performance of the Purchase Order.

27 New Legislation (The Micro, Small and Medium Enterprise Development Act 2006)

- a. This Act has been enacted and made effective from 2nd October 2006. The Interest on Delayed Payments to Small Scale and Ancillary Industrial Undertaking Act, 1993 is repealed.
- b. Vendor is requested to inform the purchaser if vendor fall under The Micro, Small and Medium Enterprises Development Act, 2006 legislation and provide the purchaser, registration number and date to enable purchaser to take necessary care. The vendors are also requested to mention the same on their invoice / bill.

28 Relation between parties:

The Purchase Order shall be entered into on a principal-to-principal basis only. The Purchase order shall not be construed as a partnership or an association of persons. There is no agent and principal relationship between the parties. Each party shall be responsible for its own conduct. The Vendor shall ensure at all times that all the work carried out under this contract either by its own person or through any of its sub-Vendors shall be always done under its own direct supervision.

29 Environment / ISO 14001 Certification:

The Vendor to confirm whether their organization is ISO 14001 certified. If not, the Vendor must certify that the handling, use and disposal of their product / by-products conform to practices consistent with sound environmental management and local statutes. The Vendor shall ensure that all the wastes are disposed in environmental friendly way with strict compliance to applicable laws including adherence to MoEF guidelines with respect to disposal of batteries, lead waste, copper cables, ash, waste oil, e-waste etc which shall be disposed through MoEF approved parties only. The Vendor shall also be responsible to collect

and recycle all the e-waste generated at the end of the product life cycle at its own costs and risks as per the MoEF guidelines/ orders.

30 **Tata Code of Conduct**

The Purchaser abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Purchaser and the Vendor for dealings under this Purchase Order. A copy of the Tata Code of Conduct is available at our website: <http://www.tatapower.com/aboutus/code-ofconduct.aspx>. The Vendor is requested to bring any concerns regarding this to the notice of our Chief Ethics Officer on the e-mail ID: cecounsellor@tatapower.com.

31 **Responsible Supply Chain Management:**

The Purchaser is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy. The Vendor is required to comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations. The Purchaser encourages its Vendors/ Contractors/ Business partners to pay more attention to green design, green supply, green production, green logistics and green packaging in performing their business obligations.

The Vendor is required to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy.

A copy of the Responsible Supply Chain Management Policy along with Environment policy, Energy Conservation policy, Sustainability policy, Health & Safety policy and Human Rights policy is available at website: <http://www.tatapower.com/sustainability/policies.aspx>.

Vendor/Bidder is required to completely fill the attached "Supplier Sustainability Questionnaire" in support of their Green Supply Chain Management initiatives and submit the same with their offer.

The Owner recognizes that diversity in the workplace positively impacts business. The Owner is committed to help people from SC/ST background either by helping them to become entrepreneurs or by engaging workforce from SC/ST community under the contracts agreed herein. To encourage engaging SC/ST community, the owner may consider on the merit to incentivize the Contractor by paying additional 1% of the service contract portion if

the number of SC/ST workforce engaged in the contract exceeds 30% of the total deployed strength and 2%, if the strength goes beyond 50%. While the Contractor will assist the workforce so engaged to become self-reliant in meeting the work expectation, the Owner may also volunteer its training resources to the extent possible to improve their employability. The Contractor shall maintain the proper documentation of such category of the workforce engaged and the owner may consider to pay the incentive after its verification.

The Owner may also consider extending price preference of 5% in the bid evaluation for an order value up to Rs.50 Lacs, provided the company is owned by a person from SC/ST community having minimum 50% holding in the company.

32 **Vendor rating**

You are requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Your performance with respect to the said factors will be taken into consideration for future business.

33 **Vendor Feedback:**

33.1 In this dealing Vendors feedback is important for the purchaser to improve its processes. If vendor have to report any grievance, problem or require any clarification, information, vendor is requested to contact purchaser at email ID: CC_CUSTOMERFEEDBACK@tatapower.com

33.2 Vendor is requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Vendor performance with respect to the said factors will be taken into consideration for future business.

34 **Non-Waiver:**

Failure of Purchaser or its representatives to insist upon adherence to any of the terms or conditions incorporated in the Contract or failure or delay to exercise any right or remedies herein or by law accruing, or failure to promptly

notify the Vendor in the event of breach or the acceptance of or the payment of any Material(s) hereunder or approval of any design or Material(s) shall not release the Vendor and shall not be deemed a waiver of any right of Purchaser to insist upon the strict performance thereof or of any of its rights or remedies as to any such Material(s) regardless of when the Material(s) are shipped, received or accepted not shall any purported oral modification or revisions of the Contract by Purchaser or its representative(s) act as waiver of the terms hereof.

35 Repeat Order:

Purchaser may place the repeat order for 100% of ordered quantities within a span of 6 months from the date of issue of this Purchase Order & Vendor shall execute it at same rates, terms and conditions.

36 Severability

If any provision of this Contract is invalid, unenforceable or prohibited by law, this Contract shall be considered divisible as to such provision and such provision shall be inoperative and shall not be part of the consideration moving from any Party hereto to the others, and the remainder of this Contract shall be valid, binding and of like effect as though such provision was not included herein.

ESG FRAMEWORK FOR BUSINESS ASSOCIATES

Tata Power's Sustainability philosophy sits at the core of its Business Strategy. Tata Power Sustainability Model has an overarching objective of 'Leadership with care' with key elements of 'Care for the Environment'; 'Care for the Community'; 'Care for our Customers / Partners' and 'Care for our People'. These sustainability objectives encompass the Environmental, Social and Governance objectives driven as integrated elements.

Tata Power, together with its stakeholders is determined to achieve sustainable growth while creating shared value for all.

As a part of future ready roadmap, Tata Power has targeted following as our Environment, Social and Governance priorities:

- Being Carbon Net Zero before 2045
- Growing Clean capacity (80% by 2030)
- Customer centricity
- Becoming water neutral before 2030
- Achieving zero waste to landfill before 2030
- No net loss of biodiversity before 2030
- Positively impacting 80 million lives by 2027

In order to create a sustainable business ecosystem, Tata Power expects that all its Business Associates (BA) which includes its suppliers, vendors, consultants and service providers to align to its ESG and sustainability commitments.

Tata Power encourages improved efficiencies and scaling up of green initiatives through technology and innovation taking us farther on the journey of reducing carbon emissions and preparing the entire eco-system towards products and services that would have net positive impact on the environment and communities that we operate in.

The Vendors/ bidders wishing to associate with Tata Power are expected to share their own sustainability and ESG journey. We at Tata Power promote all Business Associates to have a sustainable procurement policy for their supplier and service providers to contribute to our integrated approach in achieving a sustainable supply chain. The BA is encouraged to carry out the assessment of their sub-contractors and sub-vendors on sustainability readiness so that they are aware of the expectation/ business requirement.

The Vendor/ Bidder shall fill-in the 'Environment, Social and Governance Compliance Screening Questionnaire for Business Associates' attached at Annexure-I and submit the same along with the Bid in Ariba online platform.

Responsible Supply Chain Management:

Tata Power is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy.

Tata Power Business Associate (BA) shall comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations.

Tata Power encourages its BA to focus on green design, green supply, green production, green logistics and green packaging in performing their business obligations. The BA is expected to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy (enclosed with this document as Annexure-II).

The BA is expected to:

- Strive towards Conservation of Energy, Water, Resources and optimize transportation of Men & Materials to minimize environmental impact and reduce carbon footprint.
- Carry out the assessment of materials used for construction, operation & maintenance, consumables and accordingly phase out those materials which are environmentally hazardous.
- Be cognizant that diversity in the workplace positively impacts business.
- Promote affirmative action by supporting people from SC/ ST background by engaging workforce from SC/ ST community under the contracts agreed herein.
- Share the commitment of 'No child labour', 'No forced labour', Non-discrimination on the basis of caste, colour, religion, gender, disability, maternity or pregnancy or any other factor unrelated to the requirements of the job
- Pay the wages or remuneration to the workforce, personnel deployed in compliance to all applicable laws and regulations.
- Provide its employees/ deployed labor with an employment environment that is free of physical or psychological harassment.
- Carry out the assessment of their Sub-contractors on their Sustainability Readiness so that they are aware of the above expectation/ standards
- To ensure usage of suitable package material which is more environmentally sustainable. Further the packing material shall be recycled to the extent possible. The material used for packing is expected to suit the mode of transport and to ensure its safe receipt at point of delivery.

Waste Disposal:

The BA is expected to follow best practices for disposal of waste, few of which are listed below:

- Have a detailed project plan that includes the waste management, segregation of all designated waste material (Recyclable/ Non-Recyclable), collecting, storing, disposing and transferring the same to pre-arranged facility/ destination in timely and safe manner as per environmental legislations. The project plan shall also include the innovative construction practice to eliminate or minimize waste, protect surface/ground water, control dust and other emissions to air and control noise.
- Have purchase policy to encourage the procurement of material with recycled and minimum packaging of goods during delivery and appropriate means for site-to-site transportation of materials to avoid damage and litter generation.
- Ensure that the residents living near the site are kept informed about proposed working schedule and timings/ duration of any abnormal noise full activity that is likely to happen.
- Ensure the regular maintenance and monitoring of vehicles and equipment for efficient fuel use so that emissions and noise are within acceptable limits to avoid air pollution.

Water Management:

The BA is expected to follow best practices for water management, few of which include a management and monitoring system for water withdrawals and consumption, procedures to reduce water usage or reuse/recycle water, and pretreatment of wastewater before disposal.

Compliance to Law:

The BA shall adhere to responsible business practices and comply with the provision of all the Statutory Acts Applicable. Special attention of the BA is drawn towards the compliance of provision of the following statutes: (along with the latest amendments/additions, as applicable):

- The Child Labour (Prohibition and Regulation) ACT, 1986.
- The Contract Labour (Regulation and Abolition) ACT, 1970.
- The Employee's Pension Scheme, 1995.
- The Employee's Provident Funds and miscellaneous provisions Act, 1952.
- The Employees State Insurance Act, 1948.
- The Equal Remuneration Act, 1976.
- The Industrial Disputes Act, 1947.
- The Maternity Benefit Act, 1961. □ The Minimum Wages Act, 1948.
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972.
- The Payment of Wages Act, 1936.
- The Shops & Establishment Act, 1954.
- The Workmen's Compensation Act, 1923.
- The Employer's Liability Act, 1938.
- and any other applicable statutory act

Social Accountability (SA 8000):

Tata Power expects its BAs to follow guidelines of SA 8000:2014 on the following aspects

- Child Labour
- Forced or Compulsory Labour
- Health & Safety
- Freedom of Association & Right to Collective Bargaining
- Discrimination
- Disciplinary Practices
- Working Hours
- Remuneration
- Management System

Health and Safety

The BA is expected to ensure the health and safety of his and his Sub-contractor's staff and labour. The BA shall, in collaboration with and according to the requirements of the local health authorities, ensure that medical staff, first aid facilities, sick bay and ambulance service are available at the accommodation and on the Site at all times, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics. The BA shall maintain records and make reports concerning health, safety and welfare of persons deployed, and damage to property, as the Owner's Representative may reasonably require. The BA shall be responsible for the medical treatment / hospitalization of his and his Sub-contractor's staff/ labour.

The BA shall appoint a qualified Safety officer at the Site to be responsible for maintaining the safety, and protection against accidents, of all personnel on the Site. Such Safety officer shall have the authority to issue instructions and take protective measures to prevent accidents.

The BA shall comply in toto with the Tata Power's Contractor Safety Terms & Conditions, Health Safety & Environment Manual while working on Tata Power Site/ Services/ Contracts.

Grievance Mechanism

The BA is expected to have grievance procedures that allow stakeholders to anonymously bring environmental and/or work-related violations and/or concerns to the attention of management. In addition, the BA is expected to have procedures for examining reports of environmental and/or work-related violations or concerns and/or privacy complaints.

Data Protection

The BA is expected to have a formal process to address data security or privacy issues.

ANNEXURE-I



Sr. No.	Question Description	Response (Y/N)	Remarks
Organization			
1	Does your Company have Sustainability Policy at Organization Level? If Yes, Please attach		
2	Do you have sustainable procurement policy in place for your own suppliers? If Yes, Please attach		
3	Does your company do regular assessment of its suppliers on ESG parameters?		
4	Are there ESG risks, or negative impacts identified in your supply chain		
Governance			
1	Is diversity taken into consideration when appointing board members/ senior management? Do you have an independent director/s?		
2	Has your company taken initiatives to ensure ethical practices at workplace? Please share the details, Policies etc.		
3	Does your company have a formal process to address data security or privacy issues? Please share the details, Policies etc.		
4	Does your company have grievance mechanism for stakeholder issues and track resolution?		
Environment/ Planet			
1	Does your company have Environmental Policy? If Yes, Please attach		
2	Do you have a formal process for waste management including solid wastes, liquid wastes and hazardous waste?		
3	Does your company track greenhouse gas emission? Also, what percentage of own consumption comes from the renewable energy?		
4	Does your company have a formal process for water management including monitoring of water consumption and withdrawals, and if applicable, pretreatment of wastewater?		
Green Technology/ Innovation			
1	Are your facility/ Product/ Services provided by you is based on green design, green production, green packaging or green logistics considerations? Please elaborate.		
2	Do your products or services have any environmental or social features or benefits (e.g. environmental/energy certification, ecolabels, fair trade certification, etc.)?		
Social/ People			
1	Does you facility/ Company have written personnel policies in place Are you an equal opportunity employer?		
2	Please describe any formal programme / campaign in place to promote company involvement with the community (volunteering, etc.). What is the percentage of profit spend on community activities?		
3	Does your company have a written Health & Safety Policy or Program? If Yes, Please attach		

Certifications: Does your company have following certifications (valid till date-please mention validity)			
1	ISO9001 accreditation		
2	SA8000 or equivalent		
3	ISO 14001 certification		
4	ISO 18001/45001 or equivalent		
5	ISO/IEC 27001 or equivalent		
6	Any Other (Please specify)		

Signature

Business Associate Name

ANNEXURE-II



CORPORATE SUSTAINABILITY POLICY

At Tata Power, our Sustainability Policy integrates economic progress, social responsibility and environmental concerns with the objective of improving quality of life. We believe in integrating our business values and operations to meet the expectations of our customers, employees, partners, investors, communities and public at large

- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the customers and adhere to our promised standards of service delivery
- We will respect the universal declaration of human rights, International Labour Organization's fundamental conventions on core labour standards and operate as an equal opportunities employer
- We shall encourage and support our partners to adopt responsible business policies, Business Ethics and our Code of Conduct Standards
- We will continue to serve our communities:
 - By implementing sustainable Community Development Programmes including through public/private partnerships in and around our area of operations
 - By constantly protecting ecology, maintaining and renewing bio-diversity and wherever necessary conserving and protecting wild life, particularly endangered species
 - By encouraging our employees to serve communities by volunteering and by sharing their skills and expertise
 - By striving to deploy sustainable technologies and processes in all our operations and use scarce natural resources efficiently in our facilities
 - We will also help communities that are affected by natural calamities or untoward incidence, or that are physically challenged in line with the Tata Group's efforts

The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.



Date: 15th June, 2018

(Praveer Sinha)
CEO & Managing Director

TATA POWER
Lighting up Lives!



Supplier Code of Conduct

Tata Power follows the Tata Code of Conduct (TCoC) and the Whistle blower Policy and expect all its Suppliers to adhere to the same principles. “Supplier” here means any business, company, corpora on, person or other en ty that provides, sells or seeks to sell, any kind of goods or services to Tata Power, including the Supplier’s employees, agents and other representa ves.

Tata Code of Conduct- (TCoC): <https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>

Whistle Blower Policy: <https://www.tatapower.com/pdf/aboutus/whistle-blower-policy-and-vigilmechanism.pdf>

An -Bribery & An -Corrup on Policy: <https://www.tatapower.com/pdf/aboutus/abac-policy.pdf>

The suppliers are expected to adhere to the following Do’s and Don’ts:

Do’s

1. The Suppliers shall be commi ed to supplying products and services of high quality that meet all applicable standards and laws, including product packaging, labelling and a er-sales service obliga ons.
2. Comply with all applicable laws and regula ons, both in le er and in spirit, in all the territories in which it operates.
3. Strive to provide a safe, healthy and clean working environment for its employees.
4. Strive for environmental sustainability, par cularly with regard to the emission of greenhouse gases, consump on of water and energy and the management of waste and hazardous materials.
5. The Supplier shall represent our company (including Tata brand) only with duly authorised wri en permission from our company.
6. Safeguard the confiden ality on the use of intellectual property, informa on and data of the Company.
7. Gi s and hospitality given or received should be modest in value and appropriate as per Company Policy.
8. The assets of Tata Power shall be employed primarily and judiciously for the purpose of conduc ng the business for which they are duly authorised.
9. All actual or poten al conflicts due to financial or any other rela onship with a Tata Power employee shall be disclosed.

Don’ts

1. The Supplier shall not make unfair or misleading statements about the products and services of compe tors.
2. Children shall not be employed at workplaces.
3. Forced labour shall not be used in any form.
4. The Suppliers shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunera ons, gi s, dona ons or comparable benefits that are intended, or perceived, to obtain uncompe ve favours for the conduct of its business with Tata Power.

Repor ng Viola ons

The Supplier shall no fy the Company regarding any known or suspected improper behaviour of other suppliers or employees rela ng to its dealings with Tata Power, by email to: cecounsellor@tatapower.com. The same can also be raised through our 3rd party ethics helpline facility:

Toll-free Number	1800 267 4065
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Email	tatapower@p-offs.in
Website & Chatbot	www.tatapower.p-offs.in
Postal address	Attention: Mr. Puneet Arora, Deloitte Touch Tohmatsu India LLP, 6 floor, AIPL Business, Sector 62, Gurugram, Haryana 122102

The Tata Power Company Limited is hereunder referred to as the “Owner” or “Company”. The person, firm or company offering the services, the subject of this order is referred to as “Contractor”. The subject of this order is hereinafter referred to as the “Work”.

“Sub-Contractor” means any person named in the Contract as a Sub-contractor, sub-vendor, manufacturer or supplier for a part of the Works or any person to whom a part of the Works has been subcontracted and the legal successors in title to such Person, but not any assignee of such Person.

The Contract shall mean the contract as derived from the following:

1. Work Order (with ‘Commercial Notes’ and Annexures to the Work Order referred thereon)
2. Scope of Work.
3. General Terms & Conditions - Service The documents including all reference document (s) and Annexures forming the Contract are to be read together as a whole and are to be taken as mutually explanatory, provided however, in the event of any inconsistency or discrepancy between the aforementioned documents, the order of precedence in interpretation of the documents shall be as set out above. For the avoidance of doubt, it is clarified that the terms set forth in the Work Order (with ‘Commercial Notes’ and Annexures to the Work Order referred thereon) shall take precedence over the terms set out in the Scope of Work, which shall in turn take precedence of the terms set out in the General Terms & Conditions – Service.

1. Contractor’s obligation:

- 1.1 Contractor warrants that it is a competent, qualified and experienced contractor, equipped, organised and financed to perform and complete the services in the operating area in an efficient and professional manner and capable of meeting all the requirements of the Contract.
- 1.2 The Contractor has the overall responsibility of executing the contract, conducting Planning, Job Scheduling, Maintenance Planning, Maintenance Job Scheduling, executing the Work and maintenance jobs as per the Scope of work & schedule.

1.3 Except to the extent that it may be legally or physically impossible or create a hazard to safety, the Contractor shall comply with the Owner’s representative(s) instructions and directions on all matters relating to the Work.

1.4 Contractor shall at all times have full responsibility for control of the Equipment and for the direction and supervision of operations being carried out under the Contract.

1.5 In the performance of the Work, Contractor shall be and act as an independent Contractor fully responsible and accountable for the proper execution of its responsibilities, obligations and liabilities under this Contract and for its own acts and the acts of its Sub-Contractors and the Personnel. Owner’s supervision, examination or inspection of the (performance of the) Work or omission to carry out the same shall not be construed in any manner whatsoever as relieving Contractor from its responsibilities, obligations or liabilities under this Contract.

1.6 Contractor shall submit list of tools & tackles with details of make, year of manufacturing, valid certification to the Project Manager/ User for their approval.

Project Manager may during the execution of project inspect & verify that the tools & tackles are as per the qualification requirements approved by him and will have right to seek replacements in case of any discrepancies. The Contractor shall always comply with such directives.

1.7 Contractor shall engage Tata Power Skill Development Institute (TPSDI) certified labour force at the site for execution of the job. Requirement & fees for TPSDI

certification shall be as per Company Policy.

- 1.8 Contractor shall take full responsibility for the protection and security of Owner's materials and equipment while such materials and equipment are temporarily stored in Contractor's facility or otherwise in Contractor's custody.
- 1.9 All notices, instructions, information, and other communications given by the Contractor to Owner under the Contract shall be given to the Order Manager/ Owner's representative, except as otherwise provided for in this Contract.
- 1.10 The Contractor shall make its own arrangements for movement of personnel and equipment, within and outside the sites / units / offices at the various locations covered by the Contract.
- 1.11 The Contractor shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government and other statutory authorities and/or public service undertakings that are necessary for the performance of the Contract.
- 1.12 Neither the Contractor nor its personnel shall during the term of this Contract, engage in any business or professional activities in India/abroad which would conflict with the activities assigned to them under this Contract.

2. Service Warranties:

Contractor warrants that all services performed for or on behalf of Owner will be performed in a competent, workmanlike manner and shall be free from faults and defects. Said warranties shall be in addition to any warranties of additional scope given by Contractor to Owner. None of said warranties and no other implied or express warranties shall be deemed is claimed or excluded unless evidenced by a change notice or revision issued and signed by Owner's authorized representative.

3. Compliance of Local Laws:

Contractor shall be responsible and shall comply with the provision of all the Statutory Acts Applicable. Special attention of the Contractor is drawn towards the compliance of provision of the following statutes: (along with the latest amendments/additions, as applicable):

- a) The Child Labour (Prohibition and Regulation) ACT, 1986.
- b) The Contract Labour (Regulation and Abolition) ACT, 1970.
- c) The Employee's Pension Scheme, 1995.
- d) The Employee's Provident Funds and miscellaneous provisions Act, 1952.
- e) The Employees State Insurance Act, 1948.
- f) The Equal Remuneration Act, 1976.
- g) The Industrial Disputes Act, 1947.
- h) The Maternity Benefit Act, 1961.
- i) The Minimum Wages Act, 1948.
- j) The Payment of Bonus Act, 1965
- k) The Payment of Gratuity Act, 1972.
- l) The Payment of Wages Act, 1936.
- m) The Shops & Establishment Act, 1954.
- n) The Workmen's Compensation Act, 1923.
- o) The Employer's Liability Act, 1938.
- p) and any other applicable statutory act

Site Specific requirements shall be as Annexure at I. The compliance to these Site Specific requirements shall not absolve the Contractor of its obligation to comply with the Owner's Contractor Safety Management Policy.

4. Owner's Obligation:

4.1 The order manager (As specified in the 'Commercial Notes') shall have the authority to represent Owner on all day-to-day matters relating to the Contract or arising from the Contract. All notices, instructions, orders, certificates, approvals, and all other communications under the Contract shall be given by the order manager, except as otherwise provided for in this Contract. The order manager may appoint the Engineer-In-Charges for different areas for monitoring the work progress, inspections and signing of bills.

4.2 Owner shall ensure the availability of site access, all information and/or data to be arranged/ supplied by Owner to the Contractor for execution of the Work . The terms on which the Contractor shall be allowed access to the site shall be specified by the Owner prior to commencement of the execution of the Work and thereafter shall be governed in accordance with such policies as the Owner may provide in writing to the Contractor from time to time.

5. Contractor's/ Sub-contractor's employees:

5.1 The Contractor shall engage appropriately qualified persons to provide the services with the prior approval of Owner. Owner may withhold such approval for any reason whatsoever.

5.2 The Contractor hereby represents and warrants that:

- i) the personnel are duly qualified, and are, and will remain, sufficiently qualified, careful, skilful, diligent and efficient to provide the services to Owner; and
- ii) the Services will be rendered carefully, skilfully, diligently and efficiently, and to the professional standard reasonably expected by Owner of a contractor qualified and experienced in providing services substantially the same as the Services.

5.3 The Contractor must ensure that the

Contractor's personnel conduct themselves in a proper manner and comply with the procedures and all policies, regulations and directives of Owner including any occupational, health and safety policies and the relevant prevailing laws and regulations in the Country of operations and specifically in the area where Work is being executed.

5.4 Owner may inform the Contractor to immediately remove Contractor's personnel from the relevant premises in the event of misconduct or incompetence on the part of the Personnel. The Contractor shall at all times remain liable for all acts and/or omissions of its Personnel.

5.5 It is made clear that no relationship of Owner and employee is created between Owner and the Contractor's resident engineers, employees and no claim for employment of any such personnel shall be tenable or entertained.

6. Title of Property:

6.1 Unless otherwise provided in this order or agreed to in writing, property of every description including but not limited to all tooling, tools, equipment and material furnished or made available to Contractor, title to which is in Owner, and any replacement thereof shall be and remain the property of Owner. Such property other than material shall not be modified without the written consent of Owner. Such property shall be plainly marked or otherwise adequately identified by Contractor as being owned by Owner and shall be safely stored separately and apart from Contractor's property.

6.2 Contractor shall not use such property except for performance of work hereunder or as authorized in writing by Owner. Such property while in Contractor's possession or control shall be listed in writing and kept in good condition, shall be held at Contractor's risk, and shall be kept insured by Contractor, at its expense, in an amount equal to the replacement cost with loss payable to Owner. To the extent such property is not material consumed in the performance of this order, it shall be subject to inspection and removal by Owner and Owner shall have the right of entry for such purposes without any additional liability whatsoever to Contractor. As and when directed by Owner, Contractor shall disclose the location of such property, prepare it for shipment and ship it to Owner in as good condition as originally received by Contractor, reasonable wear and tear excepted.

7. Work Completion schedule:

Contractor shall plan and execute the Work in accordance with a detailed schedule mutually agreed upon by the Parties (Owner and Contractor).

8. Contract Price and Payment:

8.1 The Contract Price shall be a firm & fixed Contract Value for the Work inclusive of all the taxes, levies & duties and shall remain firm till the validity of this contract.

8.2 Unless Specifically stated elsewhere in the contract, the Contractor is solely liable for payment of , and warrants that it will pay, or ensure the payment of all taxes imposed, assessment made in relation to the Work.

8.3 An amount as stated in the table below shall be retained towards Contractor's safety performance against every RA bill:

Contract Value	Retention Amount (%)
Upto Rs. 10 lakhs	2.5
Above Rs. 10 lakhs and below Rs. 50 lakhs	2
Above 50 lakhs and upto Rs. 10 Crores	1.5

Above Rs. 10 Crores	1
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The above mentioned safety retention shall be over and above any other retentions/ deferred payments as may have been specifically agreed in the Contract.

- 8.4 For Contract Price Rs. 1 crores or above and Contract Completion Schedule 12 months or more, the above safety retention will be released half yearly against the Safety Performance Score (methodology for evaluation enumerated in the Safety Terms & Conditions attached as Appendix to this General Terms & Condition) which will be evaluated by the Order Manager every month. For all other contracts, the above said safety retention shall be released along with the final settlement only at the end of the contract period.
- 8.5 The Owner shall have the right to stop any work which in its opinion is not meeting the safety standards/ guidelines of the Owner and good engineering practice. The Contractor shall not be eligible for and shall not be granted any extension in Completion Schedule due to such stoppage of work by the Owner.
- 8.6 The above retention towards safety shall not absolve the Contractor of its liabilities including statutory liabilities towards safety violations, injury or death (whether by accident or otherwise). An amount between Rs. 5 to 50 lakhs as deemed appropriate by Owner's appointed Committee for incident investigation and/ or as determined by statutory authorities (whichever higher), will be payable by the Contractor in case of such severe incidents of injury leading to loss of property or partial/ permanent disablement (e.g. loss of limb/s, vision etc.) or death.
- 8.7 Notwithstanding anything else stated in the Contract, the Contract shall be liable for termination without any notice and without recourse to Owner in case of three (3) or more severe safety violations. There shall be no termination fees/ compensation payable to Contractor for such termination.

8.8 In case the Contractor achieves 100% on the Safety Performance Score, the Contractor shall be awarded a discretionary bonus of 1% of invoiced value subject to a maximum of Rs. 50 lakhs towards Safety Performance.

8.9 Payment shall be released within 60 days of submission of error free invoice with supporting documents duly certified by the Order Manager/ Engineer-in-Charge after deducting taxes at source as prescribed under the applicable law, income – tax or other deductions under the state value added tax laws . If such payment release day falls on a holiday of Owner, payment will be released on the next working day. Against deduction of statutory taxes, tax deduction certificates where ever applicable shall be issued as per the applicable provisions of the statute. The Order Manager may recover any amount wrongly paid in excess in any previous bills certified by him.

8.10 *Mode of Payment:* All payments shall be made direct to the Contractor or his authorized representative in the shape of RTGS or

Electronics Transfer method, on certification of the Order Manager/Engineer-in-Charge and on compliance of contractual terms & conditions.

9. Taxes and Duties:

- 9.1 The Contract Price shall be inclusive of all taxes, duties, including but not limited to Customs duty, GST or any local taxes, levies imposed by State/Central/Local governments.
- 9.2 Taxes as mentioned in the Contract Price or Price Schedule shall be paid to the contractor subject to the Contractor complying with all the statutory requirements and furnishing the relevant documents including error free invoices containing detailed break up of the taxes.
- 9.3 The tax invoices should contain the details to comply with the GST Law. The supplier shall:
- i) Furnish (electronically) and communicate to the Owner, the details of Goods or Services supplied by the 10th of the month succeeding the said tax period,

- ii) Upon discovery of any discrepancy, rectify it and shall pay the tax and interest thereof,
- iii) Furnish the returns (electronically), for the inward and outward supplies of Goods and/or Services, before the specified dates as per the GST Law,
- iv) Communicate the tax paid, credits etc. as and when credited.
- v) The Invoice should clearly state the description of the goods, quantity, sale price, tax %, and tax amount;
- vi) The Invoice should be signed by an Authorized Signatory.

Bills/Invoices in the name of The Tata Power Company Ltd. with packing lists in triplicate shall be forwarded along with the equipment.

Contractor to furnish GST Registration no. in all invoices as well as Purchaser's (Tata Power's) GST no.

- 9.4 However the payment of tax shall be restricted to the total amount as indicated in the price schedule.
- 9.5 Any statutory variation in duties, levies or taxes if applicable and specified in this Contract till the scheduled date for completion of Work and limited to direct invoices of the Contractor shall be to the account of Owner. The Contractor shall have the obligation to provide the necessary documentary evidence / supporting by way of gazetted notifications etc. to prove the change in such levies or taxes between the due date of submission of the Bid and the scheduled date of completion of work to claim the difference.
- 9.6 The Contractor shall pass on to the Owner all the benefits of either reduction in tax rates, exemptions, concessions, rebate, set off, credits etc. or introduction of new tax rates exemptions, concessions, rebate, set off, credits etc. pertaining to all taxes, duties, imposts, fees and levies in respect of the supplies of Goods or performance of obligations under the contract. This would specifically include reduction of tax rates as a result of statutory changes or judicial rulings.

- 9.7 Any other taxes, levies and duties not mentioned in Contract Price or Price Schedule but applicable as per any statute (s) or introduction (omission) of new taxes, levies and duties shall be deemed to be included in the Contract Price and shall be to the account of the Contractor.
- 9.8 For facilitating availment of a credit, set-off, rebate, drawback or like benefit available to the Owner, the Contractor will facilitate the Owner by providing the necessary documentary and/or procedural support. In any process of assessment or re-assessment, of taxes payable by the Owner,
- 9.9 The Contractor shall bear and pay all the costs, liabilities, levies, interest, penalties in respect of non-compliances of any legal requirements as per various statutory provisions. The contractor shall keep the owner indemnified at all times from any tax liability, interest, penalties or assessments that may be imposed by the statutory authorities for non-compliances or non-observation of any statutory requirements by the Contractor.
- 9.10 All formalities required under statutes, for availing any concessions under relevant tax laws shall be adhered to by the Contractor.
- 9.11 Deduction at source: Recovery at source towards income tax calculated at the rate prescribed from time to time under the Income Tax Act 1961 and other relevant sections of Income Tax Act shall be made from the bills of the Contractor and the amount so recovered shall be deposited with the Income Tax Department. Necessary TDS certificate to this effect will be issued to the Contractor in the prescribed proforma.
- 9.12 If any other taxes / duties / cess etc are to be recovered at source as per government regulations / Legislation from time to time, the same shall be recovered from the bills payable to the Contractor. Necessary receipt to this effect will be issued to the Contractor in this regard as per the applicable legislation.

10. Contract Performance Guarantees (If applicable)

The Contractor shall within 15 days of issuance of this Order/Contract furnish an unconditional irrevocable bank guarantee duly stamped, strictly as per the prescribed format of Owner from any nationalized bank or any scheduled bank having a branch in Mumbai and approved by the Owner for a sum equivalent to 10% of the Total Contract Price valid for the Contract Period and with a claim period of not less than 6 months from the completion of Contract Period. The issuing bank should be advised to send a direct confirmation of issue of bank guarantee to Owner.

In case the Contractor fails to furnish the requisite Bank Guarantee as stipulated above, then the Owner shall have the option to cancel the Contract besides other contractual remedies.

11. Price Reduction:

- 11.1 In case the Contractor fails to deliver the service/ Complete the work as per the agreed Completion Schedule including intermediate milestones (if applicable), the Owner shall recover from Contractor, as ascertained and agreed Liquidated Damages, and not by way of penalty, a sum equivalent to 1% of the Contract Value per week of delay. The Liquidated Damages referred above may be recovered by the Owner as set off against any amounts payable by the Owner to the Contractor or in any other manner in accordance with applicable laws.
- 11.2 The overall cap on liquidated damages shall be limited to 10% of the Contract Price.

12. Insurance

- 12.1 The Contractor agrees to indemnify and protect Owner against all liability, claims or demands for injuries or damages to any person or property growing out of the performance of this order/ Contract.
- 12.2 The Contractor further agrees to furnish evidence of insurance showing that Contractor has and will maintain adequate insurance coverage during the life of this Contract/ order in the opinion of Owner, including but not limited to comprehensive general liability insurance. Such evidence of insurance must set forth the name of the insurer, policy number, expiration date, and limits of liability. Compliance by Contractor with insurance requirements does not in any way affect Contractor's indemnification of Owner under

Indemnification clause

13. Indemnification:

The Contractor shall indemnify, save harmless and defend the Owner and keep the Owner indemnified from and against any and all claims, costs, liabilities (financial), litigations, compensations, judgments, expenses or damages (including attorney's fees and other related expenses) arising out of any breach or alleged breach of any of the conditions of this Contract including compliance to statutory laws of provisioned under clause 3, performance of the obligations hereunder, or any representation or misrepresentation made by the Contractor or by any third party in respect of death or bodily injury or in respect to loss or damage to any property with regard to the subject of this Contract.

14. Indemnity against IPR:

The equipment, system, drawings, and other materials that shall be supplied against the Contract will become the Owner's property. Without limitation of any liability of whatsoever nature, the Owner shall be indemnified and kept indemnified against any claim for infringement or breach of any of the statutes, rules & regulations by the use of or sale of any article or material supplied by the Contractor. The indemnity shall include any infringement of patent, trade mark, design, copyright or other property rights whether in Country of Origin, or elsewhere resulting from the Contractor's design, manufacture, use, supply or resupply & would also cover use or sale of any article or material supplied by the Contractor to the Owner under the Contract. The Indemnity shall cover any claim/action taken by a third party either directly against the Owner or any claim/action made against the Contractor & where under the Purchaser is made liable. The Indemnity shall be for losses, damages, and costs including litigation costs, attorney fees etc incurred by the Owner in relation to the Contract.

15. Free Issue Material:

Wherever contracts envisage supply of Free Issue Material (FIM) by the Owner to the contractor for fabrication/ use in service performance, such Free Issue Material shall be safeguarded by an insurance policy to be provided by the Contractor at his own cost for the full value of such materials and the insurance policy shall cover the following risks specifically and shall be valid for six months beyond the Contract Validity date :

RISKS TO BE COVERED: Any loss or damage to the Owner's materials due to fire, theft, riot, burglary, strike, civil commotion, terrorist act, natural calamities etc. and any loss or damage arising out of any other causes such as other materials falling on Owner's materials.

The amount for which insurance policy is to be furnished shall be indicated in the respective Contract.

Free Issue material (FIM) will be issued to the Contractor only after receipt of the Insurance Policy from the Contractor. The contractor shall arrange collection of the FIM from the Owner's premises and safe transportation of the same to his premises at his risk and cost. Notwithstanding the insurance cover taken out by the Contractor as above, the Contractor shall indemnify the Owner and keep the Owner indemnified to the extent of the value of free issue materials to be issued till such time the entire contract is executed and proper account for the free issue materials is rendered and the left over/surplus and scrap items are returned to the Owner. The contractor shall not utilize the Owner's free issue materials for any job other than the one contracted out in this case and also not indulge in any act, commission or negligence which will cause/result in any loss/damage to the Owner and in which case, the Contractor shall be liable to the Owner to pay compensation to the full extent of damage/loss. The Contractor, shall be responsible for the safety of the free issue materials after these are received by them and all through the period during which the materials remain in their possession/control/custody. The Free issue materials on receipt at the Contractor's works shall be inspected by them for ensuring safe and correct receipt of the material. The contractor shall report the discrepancies, if any, to the Owner within 5 days from the date of receipt of the material. The contractor shall take all necessary precautions against any loss, deterioration, damage or destruction of the FIMs from whatever cause arising while the said materials remain in their possession/custody or control. The free issue materials shall be inspected periodically at regular intervals by the Contractor for ensuring safe preservation and storage, the Contractor, shall also not mix up the materials in question with any other goods and shall render true and proper account of the materials actually used and return balance remaining unused material on hand and scrap along with the final product and if it is not possible within a period of one month from the date of delivery of the final product/ completion of Service covered by this Contract. The Contractor shall also indemnify the Owner to compensate the difference in cost between the actual cost of the free issue material lost/damaged and the claim settled to the Owner by the insurance company.

16. Relation between parties:

The Contract shall be entered into on a principal-toprincipal basis only. The Contract shall not be construed as a partnership or an association of persons. There is no agent and principal relationship between the parties. Each party shall be responsible for its own conduct. The Contractor shall ensure at all times that all the work carried out under this contract either by its own person or through any of its subVendors shall be always done under its own direct supervision.

17. Safety:

Contractor shall comply with all legal and statutory provisions including all rules and regulations pertaining to Safety, Health and the Environment and will be responsible for all legal liabilities arising due to any of their acts or of their personnel.

The Contractor shall comply with the Owner's Contractor Safety Policy and Safety Terms and Conditions. Any misconduct and/ or violation with respect to the Owner's Contractor Safety Policy and Safety Terms and Conditions or any other legal and statutory provisions pertaining to Safety, Health and Environment shall be dealt with as per the Safety Terms and Conditions.

Prior to commencement of any work at site Contractor shall submit an undertaking in writing to adhere to and comply with all the provisions of Owner's Contractor Safety Code of Conduct.

The Contractor shall have a valid ISO 14001/ OHSAS certification. In absence of the same, the Contractor shall obtain the same within 6 months from the date of the Effective Date of Contract.

18. Suspension of Work

Owner may instruct Contractor at any time to suspend performance of the Work or any part thereof with a notice of 7 days for whatever reason. Provided Contractor is not in default under this Contract subject to Articles 1 and 5 inclusive, the Contractor shall be paid a mutually agreed fee, if any, necessarily incurred by Contractor as a direct consequence thereof of suspension and the Project Completion Schedule may be revised accordingly.

Without prejudice to any other rights Owner may have under this Contract or at law if Contractor is in default under this Contract, Owner may instruct Contractor to suspend performance of the Work or any part thereof by giving 7 days notice till such default has been corrected to the satisfaction of Owner. Also Liquidated Damages in accordance with Clause 11 shall continue to be applicable during such period until the default is cured. The costs incurred by the Contractor for such correction shall be to the Contractor's account, and furthermore no payment shall become due to the Contractor. Any cost incurred due to non - performance of the Contractor by the Owner shall be charged to the Contractor.

19. Change Management:

Owner shall have the right at any time to order any change in the Work in accordance with the following procedure. Contractor shall furnish to Owner upon request as soon as reasonably possible but no later than

five (5) days following the request, a written statement specifying:

- (a) the increase or decrease, as the case may be, in the costs of the Work which will result from a change in the Work as requested by Owner,
- (b) any effect such change in the Work may have on any other provision of this Contract originating from either parties, and
- (c) such other details as Owner may require.

Any change in costs shall be reasonably related to the proportional change in the Work and any other costs incurred by Contractor. If Owner agrees to Contractor's statement Owner shall notify Contractor thereof in writing in the form of a change order, whereupon the change in the Work shall be incorporated in the Work and immediately implemented. In the event that the change relates to a reduction in Work, the work in question shall not be undertaken pending the issue of an appropriate Change Order.

20. Governing Laws

This Contract shall be construed in accordance with and governed by the Laws of India without giving effect to any principle of conflict of law.

21. Jurisdiction

This Contract and the transaction contemplated herein shall be subject to the exclusive jurisdiction of the competent Courts in Mumbai only.

22. Dispute settlement:

Dispute or differences arising out or relating to this Order shall be resolved amicably by the parties. Failing such amicable resolution of dispute / differences either party may refer the matter to arbitration of a Sole Arbitrator to be appointed jointly by both the parties. The award of the Arbitrator shall be final, binding and conclusive on the parties. The venue for arbitration shall be Mumbai. The Arbitration proceedings will be governed and regulated by the provisions of Indian Arbitration and Conciliation Act, 1996 as amended from time to time and the rules framed there under.

23. Force majeure:

- 23.1 In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by it under this Contract the relative obligation of the party affected by such force majeure shall, after notice under this articles be suspended for the period during which such cause lasts. The term 'Force Majeure' as employed herein shall mean acts of God, wars (declared or undeclared), riots or civil

commotion, fire, floods, and acts and regulations of the Government of India or State Government or any of the statutory agencies. Both the party shall pay to the other party, the amount payable upon the date of the occurrence of such force majeure.

- 23.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, thereby shall notify the other party in writing immediately but not later than twenty four (24) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of the claims.

- 23.3 During the period, the obligations of the parties are suspended by force majeure; the contractor shall not be entitled to payment of any rate.

- 23.4 In the event of the force majeure conditions continuing or reasonably expected to continue for a period more than thirty (30) days, Owner shall have the option of terminating the contract by giving seven (7) days notice thereof to the contractor.

24. Sub letting and Assignment

The contractor shall not, without prior consent in writing of the Owner, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever, provided nevertheless that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

25. Limitation of Liability:

Notwithstanding anything contained in the Contract, the Contractor's aggregate liability under this Contract shall be limited 100% of the Total Contract value. This shall exclude liability arising pursuant to clause 3- Compliance to Local Laws, clause 9.10, clause 14- Indemnity against IPR, clause 13- Indemnity, clause 26 – Confidentiality, liability arising due to loss of or damage to the Free Issue Material (FIM) issued by Owner to Contractor for completion of the Work and liability arising due to wilful misconduct, gross negligence, third party claims and corrupt acts attributable to the Contractor.

26. Confidentiality:

The Contractor shall use the Confidential Information of the Owner only in furtherance of this Contract and shall not transfer or otherwise disclose the Confidential

Information to any third party. The Contractor shall (i) give access to such Confidential Information solely to those employees with a need to have access thereto; and (ii) take the same security precautions to protect against disclosure or unauthorized use of such Confidential Information that the party takes with its own confidential information but, in no event, shall a party apply less than a reasonable standard of care to prevent such disclosure or unauthorized use.

27. Termination:

27.1 The Contract shall be deemed to be terminated on completion of the Contract period.

27.2 Termination of default by Contractor:
Owner may terminate the contract at any time if the Contractor fails to carry out any of his obligations under this Contract. Prior to termination, the Contractor shall be advised in writing of the causes of unsatisfactory performance to be improved upon 15 days of the receipt of notice. In case, if the Contractor fails to bring about the improvement to the satisfaction of the Owner, then the Contract shall be terminated.

27.3 Without prejudice to the rights and remedies available to Owner, Owner may terminate the Contract or part thereof with immediate effect with written notice to the Contractor if:

- 27.3.1 The Contractor becomes bankrupt or goes into liquidation.
- 27.3.2 The Contractor makes a general assignment for the benefit of creditors.
- 27.3.3 A receiver is appointed for any substantial property owned by the Contractor.
- 27.3.4 The Contractor is in breach of any representation or warranty made to the Owner by the Contractor.

The Contractor shall not be entitled to any further payment under the Contract if the Contract is terminated. If the order is terminated under clause 27.2 and 27.3, the Contractor shall not be entitled to any further payment, except that, if Owner completes the Work and the costs of completion are less than the Contract Price, the Owner shall pay Contractor an amount properly allocable to services fully performed by Contractor prior to termination for which payment was not made to Contractor. In case, the cost of completion of Work exceeds the Contract Price, the additional cost incurred by Owner for such completion shall be paid by the Contractor.

27.4 Owner shall be entitled to terminate the Contract at its convenience, at any time by giving thirty (30) Days prior notice to the Contractor. Such notice of termination shall specify that termination is for Companies convenience and the date upon which such termination becomes effective. Upon receipt of such notice, the Contractor shall proceed as follows:

27.4.1 cease all further work, except for such work as may be necessary and instructed by the Owner/ Owner's representative for the purpose of preserving and protecting Work already in progress and protect materials, facilities and equipment on the Work Site or in transit;

27.4.2 stop all further sub-contracting or purchasing activity, and terminate Sub-contracts;

27.4.3 handover all Documents, equipment, materials and spares relating to the portion of Work already executed by the Contractor or procured from other sources up to the date of termination for which the Contractor has received payment equivalent to the value

thereof; and

27.4.4 handover those parts of the supplies manufactured/ work executed by the Contractor up to the date of termination.

Upon termination pursuant to clause 27.4, the Contractor shall be entitled to be paid (a) all sums properly due to the Contractor under the Contract up to the date of termination; and (b) any direct and substantiated charges already incurred or committed for cancellation of the procurement of third party goods or services which were to have been supplied by the Contractor in connection with this Contract provided that the Contractor shall use its best endeavours to minimise such charges

25.5 The Contractor shall not be released from any of his obligations or liabilities accrued under the Contract on termination. For the avoidance of doubt, the termination of the Contract in accordance with this clause shall neither relieve the Contractor of his accrued obligations for

Warranty or his accrued liability to pay (liquidated) damages for Delay nor shall entitle him to reduce the value of Performance Security.

28. Consequential Damages:

Unless otherwise specified, neither Party shall be responsible for and nor shall be liable to the other Party for indirect/consequential losses and damages suffered by such Party including for loss of use, loss of profit whether such liability or claims are based upon any negligence on the part of the other Party or its employees in connection with the performance of the Contract.

29. Environment / ISO 14001 Certification:

The Contractor to confirm whether their organization is ISO 14001 certified. If not, the Contractor must certify that the handling, use and disposal of their product / by-products conform to practices consistent with sound environmental management and local statutes. The Contractor shall ensure that all the wastes are disposed in environmental friendly way with strict compliance to applicable laws including adherence to MoEF guidelines with respect to disposal of batteries, lead waste, copper cables, ash, waste oil, e-waste etc which shall be disposed through MoEF approved parties only. The Contractor shall also be responsible to collect and recycle all the e-waste generated at the end of the product life cycle at its own costs and risks as per the MoEF guidelines/ orders.

30. Non-Exclusive Agreement

This Contract is non-exclusive and Owner reserves the right to engage other contractors to perform similar or identical work. Contractor shall accord such other contractors adequate opportunity to carry out their contracts and shall accomplish the Work in cooperation with those contractors and with Owner, in accordance with such instructions as may be issued by the Owner from time to time.

31. Severability

In the event that any of the provisions, or portions or applications thereof, of this Contract are held to be unenforceable or invalid by any court or arbitration panel of competent jurisdiction, Contractor and Owner shall negotiate an equitable adjustment to the provisions of the Contract with a view towards effecting the purpose of the Contract and the validity and enforceability of the remaining provisions, or portions or applications thereof, shall not be affected thereby.

32. Housekeeping & Removal of scrap:

The Contractor shall be responsible for keeping the areas of his work at site, neat and tidy throughout the period of his work. All excess material/ spares/

consumables taken by Contractor, as well as the scrapped items and wooden logs/ crates/ planks shall be returned, from time to time, to the Stores, and transported/ unloaded by Contractor's personnel at the place shown by Order Manager/Engineer-in charge.

The Contractor shall so arrange that all the scrap generated during the progress of his work, is separated into two categories, viz.

- i) Saleable scrap like steel, copper or other metals, etc., and,
- ii) Others, which have nil or negligible resale value, like insulation material, jute, debris, etc. (or as directed by the Order Manager/Engineer-in charge).

The saleable scrap shall be shifted to and unloaded at a central place as per directions of the Stores-in charge, while the other scraps shall be shifted to other locations as per directions from Order Manager/ Engineer-in Charge, or as per terms of the order.

The Contractor shall arrange to remove the scrap on regular basis, or even on daily basis, depending upon the requirement, to keep the area around his workplace neat and tidy. In case, it is observed that the Contractor is not carrying out regular cleaning of his areas of work, or, is not returning the excess materials/ scrap, etc., to the Stores, Owner reserves the right to arrange the same through other sources, and back-charge the Contractor the cost of doing so, along-with overheads, by deducting the amount from Contractor's bills.

Contractor's final bill will be cleared by Owner only after confirming that proper clearing of his areas of work has been completed by the Contractor, and same is certified by the Order Manager/ Engineer in-charge

33. Tata Code of Conduct

The Owner abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Owner and the Contractor for dealings under this Order/ Contract. A copy of the Tata Code of Conduct is available at our website: <http://www.tatapower.com/aboutus/code-ofconduct.aspx>. The Contractor is requested to bring any concerns regarding this to the notice of our Chief Ethics Officer on the e-mail ID: cecounsellor@tatapower.com.

34. Responsible Supply Chain Management:

The Owner is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy. The Contractor is required to comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations. The Owner encourages its Vendors/ Contractors/ Business partners to pay more attention to green design, green supply, green

production, green logistics and green packaging in performing their business obligations.

The Contractor is required to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy.

A copy of the Responsible Supply Chain Policy along with Environment policy, Energy Conservation policy, Sustainability policy, Health & Safety policy and Human Rights policy is available at website: <http://www.tatapower.com/sustainability/policies.aspx>.

Contractor/Bidder is required to completely fill the attached "Supplier Sustainability Questionnaire" in support of their Green Supply Chain Management initiatives and submit the same with their offer.

The Owner recognizes that diversity in the workplace positively impacts business. The Owner is committed to help people from SC/ST background either by helping them to become entrepreneurs or by engaging workforce from SC/ST community under the contracts agreed herein. To encourage engaging SC/ST community, the owner may consider on the merit to incentivize the Contractor by paying additional 1% of

the service contract portion if the number of SC/ST workforce engaged in the contract exceeds 30% of the total deployed strength and 2%, if the strength goes beyond 50%. While the Contractor will assist the workforce so engaged to become self-reliant in meeting the work expectation, the Owner may also volunteer its training resources to the extent possible to improve their employability. The Contractor shall maintain the proper documentation of such category of the workforce engaged and the owner may consider to pay the incentive after its verification.

The Owner may also consider extending price preference of 5% in the bid evaluation for an order value up to Rs.50 Lacs, provided the company is owned by a person from SC/ST community having minimum 50% holding in the company.

35. Vendor rating:

You are requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Your performance with respect to the said factors will be taken into consideration for future business.

36. Vendor Feedback:

- 34.1 In this dealing Vendors feedback is important for the purchaser to improve its processes. If Contractor have to report any grievance, problem or require

Rev. date: 25 Jul 2017

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any clarification, information, Contractor is requested to contact purchaser at email ID:

CC_CUSTOMERFEEDBACK@tatapower.com

- 34.2 Contractor is requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Contractor performance with respect to the said factors will be taken into consideration for future business.

37. Non-Waiver:

Failure of Owner or its representatives to insist upon adherence to any of the terms or conditions incorporated in the Contract or failure or delay to exercise any right or remedies herein or by law accruing, or failure to promptly notify the Contractor in the event of breach or the acceptance of or the payment of any Material(s) hereunder or approval of any design or Material(s) shall not release the Contractor and shall not be deemed a waiver of any right of Owner to insist upon the strict performance thereof or of any of its rights or remedies as to any such Material(s) regardless of when the Material(s) are shipped, received or accepted not shall any purported oral modification or revisions of the Contract by Owner or its representative(s) act as waiver of the terms hereof.

ESG FRAMEWORK FOR BUSINESS ASSOCIATES

Tata Power's Sustainability philosophy sits at the core of its Business Strategy. Tata Power Sustainability Model has an overarching objective of 'Leadership with care' with key elements of 'Care for the Environment'; 'Care for the Community'; 'Care for our Customers / Partners' and 'Care for our People'. These sustainability objectives encompass the Environmental, Social and Governance objectives driven as integrated elements.

Tata Power, together with its stakeholders is determined to achieve sustainable growth while creating shared value for all.

As a part of future ready roadmap, Tata Power has targeted following as our Environment, Social and Governance priorities:

- Being Carbon Net Zero before 2045
- Growing Clean capacity (80% by 2030)
- Customer centricity
- Becoming water neutral before 2030
- Achieving zero waste to landfill before 2030
- No net loss of biodiversity before 2030
- Positively impacting 80 million lives by 2027

In order to create a sustainable business ecosystem, Tata Power expects that all its Business Associates (BA) which includes its suppliers, vendors, consultants and service providers to align to its ESG and sustainability commitments.

Tata Power encourages improved efficiencies and scaling up of green initiatives through technology and innovation taking us farther on the journey of reducing carbon emissions and preparing the entire eco-system towards products and services that would have net positive impact on the environment and communities that we operate in.

The Vendors/ bidders wishing to associate with Tata Power are expected to share their own sustainability and ESG journey. We at Tata Power promote all Business Associates to have a sustainable procurement policy for their supplier and service providers to contribute to our integrated approach in achieving a sustainable supply chain. The BA is encouraged to carry out the assessment of their sub-contractors and sub-vendors on sustainability readiness so that they are aware of the expectation/ business requirement.

The Vendor/ Bidder shall fill-in the 'Environment, Social and Governance Compliance Screening Questionnaire for Business Associates' attached at Annexure-I and submit the same along with the Bid in Ariba online platform.

Responsible Supply Chain Management:

Tata Power is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy.

Tata Power Business Associate (BA) shall comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations.

Tata Power encourages its BA to focus on green design, green supply, green production, green logistics and green packaging in performing their business obligations. The BA is expected to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy (enclosed with this document as Annexure-II).

The BA is expected to:

- Strive towards Conservation of Energy, Water, Resources and optimize transportation of Men & Materials to minimize environmental impact and reduce carbon footprint.
- Carry out the assessment of materials used for construction, operation & maintenance, consumables and accordingly phase out those materials which are environmentally hazardous.
- Be cognizant that diversity in the workplace positively impacts business.
- Promote affirmative action by supporting people from SC/ ST background by engaging workforce from SC/ ST community under the contracts agreed herein.
- Share the commitment of 'No child labour', 'No forced labour', Non-discrimination on the basis of caste, colour, religion, gender, disability, maternity or pregnancy or any other factor unrelated to the requirements of the job
- Pay the wages or remuneration to the workforce, personnel deployed in compliance to all applicable laws and regulations.
- Provide its employees/ deployed labor with an employment environment that is free of physical or psychological harassment.
- Carry out the assessment of their Sub-contractors on their Sustainability Readiness so that they are aware of the above expectation/ standards
- To ensure usage of suitable package material which is more environmentally sustainable. Further the packing material shall be recycled to the extent possible. The material used for packing is expected to suit the mode of transport and to ensure its safe receipt at point of delivery.

Waste Disposal:

The BA is expected to follow best practices for disposal of waste, few of which are listed below:

- Have a detailed project plan that includes the waste management, segregation of all designated waste material (Recyclable/ Non-Recyclable), collecting, storing, disposing and transferring the same to pre-arranged facility/ destination in timely and safe manner as per environmental legislations. The project plan shall also include the innovative construction practice to eliminate or minimize waste, protect surface/ground water, control dust and other emissions to air and control noise.
- Have purchase policy to encourage the procurement of material with recycled and minimum packaging of goods during delivery and appropriate means for site-to-site transportation of materials to avoid damage and litter generation.
- Ensure that the residents living near the site are kept informed about proposed working schedule and timings/ duration of any abnormal noise full activity that is likely to happen.
- Ensure the regular maintenance and monitoring of vehicles and equipment for efficient fuel use so that emissions and noise are within acceptable limits to avoid air pollution.

Water Management:

The BA is expected to follow best practices for water management, few of which include a management and monitoring system for water withdrawals and consumption, procedures to reduce water usage or reuse/recycle water, and pretreatment of wastewater before disposal.

Compliance to Law:

The BA shall adhere to responsible business practices and comply with the provision of all the Statutory Acts Applicable. Special attention of the BA is drawn towards the compliance of provision of the following statutes: (along with the latest amendments/additions, as applicable):

- The Child Labour (Prohibition and Regulation) ACT, 1986.
- The Contract Labour (Regulation and Abolition) ACT, 1970.
- The Employee's Pension Scheme, 1995.
- The Employee's Provident Funds and miscellaneous provisions Act, 1952.
- The Employees State Insurance Act, 1948.
- The Equal Remuneration Act, 1976.
- The Industrial Disputes Act, 1947.
- The Maternity Benefit Act, 1961. □ The Minimum Wages Act, 1948.
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972.
- The Payment of Wages Act, 1936.
- The Shops & Establishment Act, 1954.
- The Workmen's Compensation Act, 1923.
- The Employer's Liability Act, 1938.
- and any other applicable statutory act

Social Accountability (SA 8000):

Tata Power expects its BAs to follow guidelines of SA 8000:2014 on the following aspects

- Child Labour
- Forced or Compulsory Labour
- Health & Safety
- Freedom of Association & Right to Collective Bargaining
- Discrimination
- Disciplinary Practices
- Working Hours
- Remuneration
- Management System

Health and Safety

The BA is expected to ensure the health and safety of his and his Sub-contractor's staff and labour. The BA shall, in collaboration with and according to the requirements of the local health authorities, ensure that medical staff, first aid facilities, sick bay and ambulance service are available at the accommodation and on the Site at all times, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics. The BA shall maintain records and make reports concerning health, safety and welfare of persons deployed, and damage to property, as the Owner's Representative may reasonably require. The BA shall be responsible for the medical treatment / hospitalization of his and his Sub-contractor's staff/ labour.

The BA shall appoint a qualified Safety officer at the Site to be responsible for maintaining the safety, and protection against accidents, of all personnel on the Site. Such Safety officer shall have the authority to issue instructions and take protective measures to prevent accidents.

The BA shall comply in toto with the Tata Power's Contractor Safety Terms & Conditions, Health Safety & Environment Manual while working on Tata Power Site/ Services/ Contracts.

Grievance Mechanism

The BA is expected to have grievance procedures that allow stakeholders to anonymously bring environmental and/or work-related violations and/or concerns to the attention of management. In addition, the BA is expected to have procedures for examining reports of environmental and/or work-related violations or concerns and/or privacy complaints.

Data Protection

The BA is expected to have a formal process to address data security or privacy issues.

ANNEXURE-I



Sr. No.	Question Description	Response (Y/N)	Remarks
Organization			
1	Does your Company have Sustainability Policy at Organization Level? If Yes, Please attach		
2	Do you have sustainable procurement policy in place for your own suppliers? If Yes, Please attach		
3	Does your company do regular assessment of its suppliers on ESG parameters?		
4	Are there ESG risks, or negative impacts identified in your supply chain		
Governance			
1	Is diversity taken into consideration when appointing board members/ senior management? Do you have an independent director/s?		
2	Has your company taken initiatives to ensure ethical practices at workplace? Please share the details, Policies etc.		
3	Does your company have a formal process to address data security or privacy issues? Please share the details, Policies etc.		
4	Does your company have grievance mechanism for stakeholder issues and track resolution?		
Environment/ Planet			
1	Does your company have Environmental Policy? If Yes, Please attach		
2	Do you have a formal process for waste management including solid wastes, liquid wastes and hazardous waste?		
3	Does your company track greenhouse gas emission? Also, what percentage of own consumption comes from the renewable energy?		
4	Does your company have a formal process for water management including monitoring of water consumption and withdrawals, and if applicable, pretreatment of wastewater?		
Green Technology/ Innovation			
1	Are your facility/ Product/ Services provided by you is based on green design, green production, green packaging or green logistics considerations? Please elaborate.		
2	Do your products or services have any environmental or social features or benefits (e.g. environmental/energy certification, ecolabels, fair trade certification, etc.)?		
Social/ People			
1	Does you facility/ Company have written personnel policies in place Are you an equal opportunity employer?		
2	Please describe any formal programme / campaign in place to promote company involvement with the community (volunteering, etc.). What is the percentage of profit spend on community activities?		
3	Does your company have a written Health & Safety Policy or Program? If Yes, Please attach		

Certifications: Does your company have following certifications (valid till date-please mention validity)			
1	ISO9001 accreditation		
2	SA8000 or equivalent		
3	ISO 14001 certification		
4	ISO 18001/45001 or equivalent		
5	ISO/IEC 27001 or equivalent		
6	Any Other (Please specify)		

Signature

Business Associate Name

ANNEXURE-II



CORPORATE SUSTAINABILITY POLICY

At Tata Power, our Sustainability Policy integrates economic progress, social responsibility and environmental concerns with the objective of improving quality of life. We believe in integrating our business values and operations to meet the expectations of our customers, employees, partners, investors, communities and public at large

- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the customers and adhere to our promised standards of service delivery
- We will respect the universal declaration of human rights, International Labour Organization's fundamental conventions on core labour standards and operate as an equal opportunities employer
- We shall encourage and support our partners to adopt responsible business policies, Business Ethics and our Code of Conduct Standards
- We will continue to serve our communities:
 - By implementing sustainable Community Development Programmes including through public/private partnerships in and around our area of operations
 - By constantly protecting ecology, maintaining and renewing bio-diversity and wherever necessary conserving and protecting wild life, particularly endangered species
 - By encouraging our employees to serve communities by volunteering and by sharing their skills and expertise
 - By striving to deploy sustainable technologies and processes in all our operations and use scarce natural resources efficiently in our facilities
 - We will also help communities that are affected by natural calamities or untoward incidence, or that are physically challenged in line with the Tata Group's efforts

The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.



Date: 15th June, 2018

(Praveer Sinha)
CEO & Managing Director

TATA POWER
Lighting up Lives!



Supplier Code of Conduct

Tata Power follows the Tata Code of Conduct (TCoC) and the Whistle blower Policy and expect all its Suppliers to adhere to the same principles. “Supplier” here means any business, company, corporation, person or other entity that provides, sells or seeks to sell, any kind of goods or services to Tata Power, including the Supplier’s employees, agents and other representatives.

Tata Code of Conduct- (TCoC): <https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>

Whistle Blower Policy: <https://www.tatapower.com/pdf/aboutus/whistle-blower-policy-and-vigilmechanism.pdf>

Anti-Bribery & Anti-Corruption Policy: <https://www.tatapower.com/pdf/aboutus/abac-policy.pdf>

The suppliers are expected to adhere to the following Do’s and Don’ts:

Do’s

1. The Suppliers shall be committed to supplying products and services of high quality that meet all applicable standards and laws, including product packaging, labelling and after-sales service obligations.
2. Comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.
3. Strive to provide a safe, healthy and clean working environment for its employees.
4. Strive for environmental sustainability, particularly with regard to the emission of greenhouse gases, consumption of water and energy and the management of waste and hazardous materials.
5. The Supplier shall represent our company (including Tata brand) only with duly authorised written permission from our company.
6. Safeguard the confidentiality on the use of intellectual property, information and data of the Company.
7. Gifts and hospitality given or received should be modest in value and appropriate as per Company Policy.
8. The assets of Tata Power shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorised.
9. All actual or potential conflicts due to financial or any other relationship with a Tata Power employee shall be disclosed.

Don’ts

1. The Supplier shall not make unfair or misleading statements about the products and services of competitors.
2. Children shall not be employed at workplaces.
3. Forced labour shall not be used in any form.
4. The Suppliers shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunerations, gifts, donations or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of its business with Tata Power.

Reporting Violations

The Supplier shall notify the Company regarding any known or suspected improper behaviour of other suppliers or employees relating to its dealings with Tata Power, by email to: cecounsellor@tatapower.com. The same can also be raised through our 3rd party ethics helpline facility:

Toll-free Number	1800 267 4065
Email	tatapower@p-offs.in

Website & Chatbot	www.tatapower.p-offs.in
Postal address	Attention: Mr. Puneet Arora, Deloitte Touche Tohmatsu India LLP, 6 floor, AIPL Business, Sector 62, Gurugram, Haryana 122102

AGREED TERMS & CONDITIONS (ATC)

Bidder's Name: M/s. _____

RFQ Ref. No. _____

Enquiry Description: _____

Bidder's Offer Ref. _____

SUBMISSION OF THIS DOCUMENT DULY SIGNED, SHALL CONSTITUTE THAT ALL THE CLAUSES OF AGREED TERMS AND CONDITIONS HAVE BEEN ACCEPTED BY YOU. CONTRACT / PURCHASE ORDER, IF ANY, SHALL BE GOVERNED BY THE CONFIRMATION PROVIDED HERE.

<u>S. No.</u>	<u>Description</u>	<u>BIDDER'S RESPONSE</u>
A	<u>TECHNICAL BID:</u>	
1.	Acceptance of Technical Specifications as per Tender Specification (Volume II of RFQ) In case of deviation, confirm that the same has been furnished separately as per the format prescribed in the Tender Specifications.	
2.	Confirm that the Unpriced Schedule of Prices is included in the Technical Bid stating "Quoted" instead of the actual price. For item/s where prices are not quoted, confirm that the same is duly filled in as "Not Quoted"/"Not Applicable" as the case may be.	

3.	Confirm that all pages of the entire Tender Specifications are read and understood by the Bidder and that the Bidder has included all pages of the entire Tender Specifications (both Commercial & Technical Volumes with all Data Sheets, Schedules thereon duly filled in and indicating “Quoted” / “Not quoted” / “Not Applicable” instead of the currency value) are duly stamped & signed as a token of your acceptance to the Tender Specifications	
B	<u>TECHNICAL BID (COMMERCIAL):</u>	
4.	Bid Validity: Confirm Bid Validity of 180 days, reckoned from the date of opening of the bids as per Special Conditions of Contract Clause No. 3	

AGREED TERMS & CONDITIONS (ATC)

<u>S. No.</u>	<u>Description</u>	<u>BIDDER’S RESPONSE</u>
5.	Price basis/freight /insurance: Confirm acceptance to the terms proposed in the Special Conditions of Contract Clause 1.	
6.	Taxes and Duties: Confirm acceptance to the terms proposed in the Special Conditions of Contract Clause 4.	
7.	Payment Terms Acceptance: Confirm acceptance to the Payment terms proposed in the Special Conditions of Contract Clause 5.	
8.	Delivery Period: Confirm that Bidder agrees to the Liquidated Damages as specified in the Special Conditions of Contract Clause 6.	
9.	Warranty Period: Confirm that Bidder agrees to the Liquidated Damages as specified in the Special Conditions of Contract Clause 9.	
10.	Liquidated Damages for Delay of Supply Confirm that Bidder agrees to the Liquidated Damages as specified in the Special Conditions of Contract Clause 9	

11.	Contract Performance Bank Guarantee (CPBG): Confirm that Bidder agrees to the Liquidated Damages as specified in the Special Conditions of Contract Clause 10	
12.	Contract Performance Bank Guarantee: Confirm acceptance to Submission of on demand, unconditional and irrevocable Bank Guarantee as per Special Conditions of Contract Clause No 8.	
13.	Compliance to other terms & conditions Acceptance of all other terms & conditions as forming the Part of the RFQ/ Tender document and communicated vide subsequent addendum(s) if any: In case of deviation, confirm that the same has been furnished separately.	

*Bidders shall note that in case of any contradiction between the Agreed Terms and Conditions (ATC) and the Bidders offer, the ATC shall prevail.

Signature:

Name:

Company Seal:

Designation:

FORMAT F.4

Format of BID BG / EMD

Whereas (Name of the Contractor), a Company incorporated under the Indian Companies Act 1956, having its Registered office at _____, (hereinafter called the "BIDDER") has in response to your Invitation to Bid against Enquiry No. _____ dated _____, for (name of work), offered to supply and/or execute the works as contained in Employers letter dated _____.

AND WHEREAS BIDDER is required to furnish to you a Bank Guarantee for the sum of Rs. _____/- (Rupees ____ only) as Earnest Money against Bidder's offer as aforesaid.

AND WHEREAS we, (name of the bank) having our Registered Office at _____ and Branch office at _____, have at the request of Bidder, agreed to give you this Guarantee as hereinafter contained.

NOW THEREFORE, in lieu of earnest money deposit, we, the undersigned, hereby covenant that the aforesaid Bid of the BIDDER shall remain open for acceptance by you during the period of validity as mentioned in the Bid Document or any extension thereof as requested by you and if Bidder shall for any reason back out, whether expressly or impliedly, from this said Bid during the period of its validity or any extension thereof as aforesaid, we hereby guarantee to you the payment of the sum of Rs. _____/(Rupees ____ only) on demand and without demur and notwithstanding the existence of any dispute between you and the BIDDER in this regard and we hereby further agree as follows:

- (a) You shall have the right to file/make a claim on us under the Guarantee for a further period of six months from the said date of expiry.
- (b) That this guarantee shall not be revoked during its currency without your written express consent.
- (c) That you may without affecting this guarantee grant time or other indulgence to or negotiate further with BIDDER in regard to the conditions contained in the said Bid document and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between you and BIDDER.
- (d) That the guarantee hereinbefore contained shall not be affected by any change in the constitution of our Bank or in the constitution of BIDDER.
- (e) That any account settled between you and BIDDER shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
- (f) That this guarantee commences from the date hereof and shall remain in force till BIDDER, if his Bid is accepted by you, furnishes the Contract Performance Guarantee as required under the said specifications and executes formal Contract Agreement as therein provided or till ____ Days (__ days) from the date of submission of the Bid by the BIDDER i.e. (expiry date), whichever is earlier.
- (g) That the expression, BIDDER and Bank, and OWNER herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.

- (h) Notwithstanding anything herein contained, our liability under this guarantee is limited to Rs. _____ /-(Rupees _____ only) and the Guarantee will remain in force upto and including and shall be extended from time to time for such period or periods as may be desired by you. Unless a demand or claim under this Guarantee is received by us in writing within six months from (expiry date), i.e. on or before (claim period date), we shall be discharged from all liabilities under this guarantee thereafter.
- (i) Any claim/extension under the guarantee can be lodge able at issuing outstation bank or at Mumbai branch and claim will also be payable at Mumbai Branch. (To be confirmed by Mumbai Branch by a letter to that effect)

Notwithstanding anything contained herein above:

- a) Our liability under this Bank Guarantee shall not exceed Rs. _____ /-(Rupees _____ only).
- b) This Bank Guarantee shall be valid upto ----- 200.
- c) Our Liability to make payment shall arise and we are liable to pay the guaranteed amount or any part there of under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ----- 200.

The Tata Power Company Ltd

Undertaking by Vendor for Statutory Compliances

(Part of Tendering process)

I undersigned,on behalf of M/s....."Name of Vendor Company"..... with "S&E registration no'.....having registered office at....."Address".....

confirm to participate in tendering process of The Tata Power Company LTD to provide the services at theLocation..... In view of the terms and conditions of the tendering process, I declare and undertake the following:

1. My Company has the valid (*allotment letter issued by the authorities (EPFO & ESIC) are enclosed*):
 - a. PF registration code
 - b. ESIC registration code
2. My Company agrees that for all the manpower engaged by us under this contract (direct or engaged through a subcontractor), we ensure that:
 - a. Payment to all by 7th of every month for the salary / wages due for the preceding month
 - b. All Payments will be done through online Bank transfers.
 - c. PF & ESIC deposition and respective payment challan will be done on or before 15th of every month for the salary / wages for the preceding month.
 - d. General Employee Compensation under the Employee Compensation Act, 1928 will be taken for those who are outside the wage limits of ESIC applicability or location where ESIC is not applicable.
 - e. Statutory Bonus to be paid on or before November every year.
3. I/ We understand that incase if we default on payment of salary of statutory dues for our manpower engaged by us under this contract (direct or engaged through a subcontractor), for a particular month, Tata Power constitutes the right to pay wages or deposit statutory dues directly adjusting from our bills and shall deduct or charge 25% penalty on the total amount defaulted.
4. My Company agrees that for all the manpower deployed under this contract (direct or engaged through a subcontractor), we ensure that:
 - a. Appointment letter will be issued to all either by us or through our sub-contractors. The copy of the letter acknowledged by the employee and certified by us will be submitted to Tata Power within 1 month of joining.
 - b. Full & Final settlement of the employee will be completed in 7 days of his/her last working day and a service completion letter to be issued, the acknowledge copy by the employee and certified by us will be submitted to Tata Power.
 - c. For our permanent staff, 4 (a) and 4 (b) is not applicable and we shall submit an undertaking either on mail / letterhead, with their names.
5. My Company shall mandatorily obtain the Labour License to cater the entire work as per PO, if the number of manpower deployed under this contract (direct or engaged through a subcontractor) exceeds the permissible limit under Contract Labour Act. The Form-V will be issued in name of my Company by Tata Power.
6. My Company shall obtain the ISMW license from competent authority as & if applicable.
7. My Company shall, in case of for construction job, apply for registration under BOCW Act before start of work and obtain the said registration within a month of starting its work.
8. My Company shall also make the payment of cess applicable under the BOCW Act for the work associated under this PO.

9. I/ We understand that Tata Power constitutes the right to cancel the gate pass of any of our workman if the above conditions have not been fulfilled by us in the above mentioned stipulated time.

1 2

10. I/ We understand & agree to adhere all the prevailing statutory compliances and any laws, rules & regulations which may get amended from time to time. We will be solely responsible for all the compliances including compliances by sub-vendors & for his workers.

11. Following will be adhered:

- a. Medical fitness certificate and police verification certificate for all my workers.
- b. Indemnify "Tata Power" from any future liability of account of statutory compliance or failure on part of me for my work in "Tata Power" in respect of all the workers including my vendors & his workers, by submitting an Indemnity Bond
- c. Maintain all registers and shall submit to "Tata Power" as and when required.

12. Failure to adhere to the timelines will attract penalties.

13. Continuous **default in compliance of any statutory provisions, for three months**, may lead to **termination of the contract** and may also lead to blacklisting of my company and lead to cancel my vendors' registration with "Tata Power".

14. I have read the detailed guidelines and agree to adhere to it.

Date: _____

Signature: _____

Place: _____

Name: _____

Witness :

For Tata Power:

Name & Signature:.....
(Head Corp Contracts)

Name & Signature:.....
(Head IR/ Head BHR)

The Tata Power Company Ltd

Undertaking by Vendor for Statutory Compliances

I undersigned,on behalf of M/s....."Name of Vendor Company" with "S&E registration no'.....having registered office at....."Address"..... confirm having received a Purchase Order from the Tata Power Company LTD to provide the services at theLocation..... In consideration of the purchase order and in view of the terms and conditions of purchase order, I declare and undertake the following:

1. I/ We understand & agree to adhere all the prevailing statutory compliances and any laws, rules & regulations which may get amended from time to time. We are solely responsible for all the compliances including compliances by sub-vendors & for his workers.
2. I shall ensure submission of required information to Tata Power ("The Company") as required by The Company or any government authorities (with a copy to "The Company"), as a when required within the stipulated time frame.
3. I shall, before start of work, obtain and submit to "The Company" a copy of:
 - A. PF Code allotment letter issued by the PF organization.
 - B. ESIC Code allotment letter issued by the ESI authorities.
 - C. Valid insurance documents (Policy) under Employees' Compensation Act, for my employees who are not eligible for coverage under ESIC.
 - D. Copy of valid Labour License & ISMW (if applicable)
 - E. Copy of accepted Work Order received from "The Company"
4. I shall, in case of for construction job, apply for registration under BOCW Act before start of work and obtain the said registration within a month of starting its work.
5. I shall ensure my employees hold/ enter the premises of "The Company" with Valid GATE PASS only. Issue of such gate passes to my workers would be facilitated by me, by submitting relevant information, documents, authorizations and complying to "The Company" processes including safety training, medical check-up, police verification procedures as laid down for issue of gate-passes. I shall not engage any of my workers for work without a valid gate-pass or with a VISITOR GATE PASS. Violation of the above may lead to termination of the contract.
6. Gate Passes to be processed through Online Gate Pass Portal only, as applicable. I will obtain required registration in Online Gate Pass Portal and required data and documents of workmen to be uploaded in ONLINE GATE PASS portal for generation of gate passes.
7. I shall comply with the following under various statutes, statutory requirement or any other requirement as may be applicable from time to time:
 - i) Submit an application for obtaining Form-V, necessary to cater the entire work as per PO, required for applying for Labour License.
 - ii) I will submit a copy of valid Labour License along with other relevant documents with reference to the work order for catering the entire work, without which gate passes would not be issued to my employees.
 - iii) Temporary permission is issued only for seven days only for preparing gate passes, hence I will be required to arrange for issuance of permanent gate-pass within said timeline, by submitting required documents/ information in online gate pass portal, as applicable. Under no circumstances shall temporary permission be issued for more than 7 days.
 - iv) I will complete the process of medical fitness certificate and police verification certificate within these seven days and upload documents in ONLINE GATE PASS portal. **If for any reason ONLINE GATE PASS portal is non-functional then application for gate pass will be processed through manual/other available system.**

- v) In case of renewal of gate pass, I will initiate the application at least Fifteen days in advance in ONLINE GATE PASS portal.
- vi) I shall submit the Register of Workmen in Form-XIII, duly filled in all respects, immediately after starting the said job.
- vii) I shall issue appointment letter and provide employment card (Form-XIV) to all my workers.
- viii) I shall disburse wages to all my employees before 7th of every subsequent month, of the previous month under intimation to "The Company" through bank transfer and shall submit a copy of bank statement to the respective compliance team of "The Company".
- ix) I will give Wage notification to my workmen at least one week ahead. A copy of the same shall be forwarded to "The Company" for necessary witnessing of payment and certification.
- x) I will provide Wage Slip (as per provided format) to all my workers before disbursement of wages.
- xi) I will deposit PF contribution on or before 12th of the subsequent month for the previous month wages and submit proof thereof to "The Company" by 15th of the month.
- xii) I will facilitate transfer of PF/EPS accumulations in respect of my employees from their previous employer, if any.
- xiii) I will deposit ESI contribution on or before 12th of the subsequent month for the previous month wages and submit proof thereof to "The Company" by 15th of the month.
- xiv) I will submit the copy of valid Employee Compensation Policy to "The Company" along with monthly compliance documents.
- xv) I will submit Muster roll, Wage Register, Combined Challan & ECR & TRRN of PF deposition and Challan/ Contribution History of ESIC/ Employee Compensation Policy and all other registers including MIS Reports to "The Company" as per below mentioned timeline:

S N	Statutory Compliances along with Documents & Monthly MIS	Statutory Compliance date	Requested Timeline
1	Wage Payment	By 7 th of every month	By 5 th of every month
2	Depositing PF Contribution	By 15 th of every month	By 12 th of every month
3	Depositing ESI Contribution	By 15 th of every month	By 12 th of every month
4	Submission of all documents as per checklist (Mandatory Registers, Bank statement, Adult Register, Workmen Register, Wage Slip copies) and formats provided from time to time. Submission of Monthly Statutory Compliance MIS (Excel sheet), Employee profile, Undertaking for non- engagement of migrant workmen (for all new/ renewal of contract)	As applicable	By 17 th of every month
6	Submission of Licenses, applicable returns	As mentioned in statute	At least 10 days before statutory due date

- xvi) I shall get my submitted statutory compliance documents verified before 15th of every month in prescribed format (checklist) provided by "The Company" and upload the same along with PF Challan & ESIC Challan with the invoice in Ariba System for obtaining statutory clearance on uploaded bills.
- xvii) I will make the provisions for canteen, sitting arrangement, rest rooms, washing facility, first Aid, drinking water and toilet facilities for my workers. I may consult with the order manager of "The Company".
- xviii) I will submit all relevant returns under all applicable enactments on or within the scheduled date and submit a copy of the same to "The Company" within seven days of the scheduled date of submission.
- xix) I shall comply, wherever applicable, to requirements under the Apprentices (Amendment) Act, 2014.
- xx) I will constitute the "Grievance Redressal Committee" to address the grievances.

8. I shall not be allowed to work inside the factory premises without possessing a:
- i. Valid PO

- ii. Valid Labour License
- iii. Valid Gate Pass

9. I understand that MY BILLS SHALL NOT BE RELEASED IN CASE OF FAILURE TO COMPLY WITH THE ABOVE PROVISIONS.
10. I will ensure to transfer of PF accumulations / updating KYC details of workers who will be engaged in the contract (if pending) by me within 02 months of starting of contract. Existing UAN to be continued and new UAN will not be generated.
11. I will continue with existing ESI number for all covered workmen and shall complete KYC (if pending) and issue E-Pehchan card including dependents within 15 days of starting of contract.
12. **After completion of work and before or at the time of submission of final bills**, I will ensure the following and submit proof thereof to "The Company" enabling "The Company" to release my final bills/invoices:
- a. All wage payments as per statute are made to all the workers (including subvendors) till the last day of their work in "The Company".
 - b. Compensation towards Leave with wages are disbursed to all the workers (including subvendors) till the last day of their work.
 - c. Statutory bonus is paid to all the workers (including subvendors) for the period of their work.
 - d. Retrenchment compensation, if applicable, is paid to all the workers (including subvendors) as per eligibility. Notice is given to the workers regarding retrenchment and in absence of notice payment is given to the workers as per the enactment.
 - e. Gratuity is paid to all the workers (including subvendors) irrespective of the fact whether the worker has /hasn't completed 4.6 years of continuous service with me.
 - f. Along with final payments, full & final statement is issued to all the workers engaged by me (including subvendors) for work in "The Company".
 - g. No dues certificate obtained from all my employees (including subvendors) and copy submitted to "The Company".
 - h. Ensure completion of withdrawal or transfer formalities in respect of PF/EPS accumulation of all workers and submit proof thereof to "The Company" HR/IR dept after closure of contract.
 - i. Submit Form VI-A to "The Company" and surrender Labour License, if issued, to concerned Labour department in case the license is no more required for work in "The Company" and obtain clearance thereof from the Licensing Authority for submission to "The Company".
 - j. Ensure intimation to PF & ESI authorities regarding completion of work, and surrendering ESI & PF sub code obtained for execution of work at "The Company". Proof of the same will be submitted to "The Company".
 - k. Indemnify "The Company" from any future liability of account of statutory compliance or failure on part of me for my work in "The Company" in respect of all the workers including my vendors & his workers, by submitting an Indemnity Bond on Rs.100/- non judicial stamp paper executed by its Director/Proprietor, authorized for the purpose, and duly notarized.
 - l. Cancel all gate passes in online gate pass portal & surrendering the access cards immediately upon closure of the said contract.
13. I shall depute competent resource/ supervisors to ensure supervision of work, proper disciplinary action for misconduct, ensuring availability of all resources required to execute the contract, ensuring good work culture and behaviour among my resources as framed under the provisions of law.
14. I will also ensure capability building by training/upskilling, engagement and R&R of my resources as required by "The Company".
15. **In case of any kind of work disruption caused due to local agitation caused by my workmen or workers of my sub-vendors or tool down causing harm to smooth functioning of "The Company",**

I will take appropriate legal action by filing a FIR with the Police Authorities within 6 hours of the incidence.

16. I agree for the following penalty scheme which will be applicable if defaulted in compliances:

Penalty to be deducted from the Bill for Statutory Non-Compliances						
Sl. No	Applicable Act	Compliance Requirement	Due Date	Severity Index	Deduction as a %age of Monthly Bill Value	
					Compliance within 1st week upon expiry of due date	Non-Compliance for every Week thereof
1	CL (R&A) Act	Possessing Valid Labour License	1 st day of work / Last day of existing license	6	5	3
2	Payment of Wages Act	Wage Payment to 100% of Workmen	7 th of following month	5	3	2
3	EPF (MP) Act	Deposit of PF contribution	15 th of following month	4	2	0.5
4	ESI Act	Deposit of ESI contribution	15 th of following month	4	2	0.5
5	CL (R&A) Act	Wage payment through Cheque/NEFT to 100% of Workmen	7 th of following month	4	2	0.5
6	CL (R&A) Act / Payment of Wages Act	Full & Final Settlement upon separation	30 days from last working day of individual worker	4	2	0.5
7	CL (R&A) Act / Payment of Wages Act	Wage Slip Distribution	1 day before respective wage payment	3	1	0.25
8	Payment of Bonus Act, MW Act, PoW Act, CL (R&A) Act	Submission of Return under Bonus Act, MW Act, PoW Act & CLR Act	Bonus Act-31 st Dec	2	0.5	0.1
			MW Act- 31 st Jan			
			Pow Act-31 st Jan			
			CL (R&A) Act-31 st Jan/ 31 st July			
9	CL(R&A) Act, Factories Act, BOCW Act, EPF (MP) Act, ESI Act	Maintaining of registers/records/ challans under CLR Act, Factories Act, BOCW Act, Apprentice Act,etc.	20 th of following month	2	0.5	0.1
10	CL (R&A) Act	Employment Card Issuance	1 st day of joining of worker	1	0.2	0.05
11	ESI Act	ESIC & ESIC e-Pehchan Card Issuance	ESIC E-Pehchan Card- 01 days from Joining	1	0.2	0.05
12	EPF (MP) Act	UAN Activation with mobile linkage	30 days from date of joining of worker	1	0.2	0.05

13	ISMW Act	Compliance under ISMW Act (Submission of Undertaking)	1 st day of work/ Last day of existing license	1	0.2	0.05
				TOTAL	18.8	7.65

17. I/We understand & agree to abide by all the Statutory Acts, Rules, amendments in Acts/ rules & notifications which may get amended / applicable from time to time.

18. Following is the list of few of the statutory requirements, not being exhaustive, which I will be complying from time to time and as applicable:

A. I shall comply with all applicable provisions under THE PAYMENT OF WAGES ACT, 1936

- i. I will display a notice showing the day on which the wages are paid, notice containing abstract of this Act in English and the vernacular language.
- ii. I will pay wages on or before 7th of every month.
- iii. Pay wages to employee for the purpose of this Act.
- iv. I will maintain register giving particulars of - (a) Persons employed (b) Work performed by the employees (c) Deductions made from the wages (d) Fines imposed (e) Receipts given (f) Any other particulars in such a form as may be prescribe.
- v. I will maintain a register in Form IV for all the amount of advances sanctioned and the repayment made.

B. I shall comply with all applicable provisions under THE MINIMUM WAGES ACT, 1948

- i. I will Pay minimum rates of wages to each employee as declared by the State Government by bank Transfer. I will follow the minimum wages circular by the Govt Authority/ Company as declared time to time.
- ii. I will maintain a Muster Roll cum Wage Register in Form II.
- iii. I will Provide one day as a weekly day of rest to each employee.
- iv. I will ensure that the normal working hour in a day does not exceed 9 hours for an adult.
- v. I will Fix working hours in such a way so as to provide atleast half and hour rest, ensuring that the continuous working hour, does not exceed 5 hours in a row.
- vi. I will provide a holiday for a period of 24 consecutive hours, from the time his shift ends.
- vii. I will pay extra wages @ double the ordinary rate of wages for extra hours working.
- viii. I will maintain a hard bound Inspection Book and produce it to Inspecting Officer, when required by him.
- ix. I will preserve all the registers and records maintained for a period of 3 years from the date of last entry.
- x. I will provide payment for work on a day of rest at a rate not less than the overtime rate.

C. I shall comply with all applicable provisions under EQUAL REMUNERATION ACT, 1976

- i. I will pay equal remuneration to men and women workers for same work or work of a similar nature.
- ii. I shall maintain such registers and other documents in relation to the workers employed by me.

D. I shall comply with all applicable provisions under THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970

- i. I will provide at least 1 first aid box for every 150 workers.
- ii. I will pay wages on or before expiry of 7th day of each wage-period after the last day of wage period.
- iii. I will ensure the presence of authorized representative of Principal Employer at the place and time of disbursement of wages by me to workmen.
- iv. I will display a notice at the work place showing: i) wage-period, ii) place of disbursement, and iii) time of disbursement.
- v. I will keep all the records and registers at office or within the radius of 3 kms. of establishment, maintain such records and registers legibly in English, Marathi or Hindi, preserve them for a tenure of 3 calendar years from date of last entry.

- vi. I will display the wage notice in English and Hindi or in Marathi at a conspicuous place containing the following particulars:- 1. wages, 2. working hours, 3. wage -period, 4. Date of payment of wages, 5. Name and address of the Inspector having jurisdiction, 6. Date of payment of unpaid wages.
 - vii. I will submit annual return in Form XXV in duplicate to Registering Officer before 15th February following the end of the year.
 - viii. I will pay wages before the expiry of 1 working day from the day on which the employee is terminated.
- E. I shall comply with all applicable provisions under **THE EMPLOYEES PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952**
- i. I will submit the statement within 7 days of the close of every month.
 - ii. I will deduct the employee's contribution paid towards Employees Provident Fund.
 - iii. I will submit the duly approved form 11 by the competent authority while claiming the exemption from the PF act for my workers. **(Not valid for the Exempted PF Trusts)**.
 - iv. I will submit the ECR, Challan, TRRN etc on or before 14th of each month.
 - v. I will maintain an inspection note-book in such form as may be specified by the Commissioner.
- F. I shall comply with all applicable provisions under **THE EMPLOYEES' STATE INSURANCE ACT,1948 AND THE EMPLOYEES STATE INSURANCE (GENERAL) REGULATIONS,1950 AND THE EMPLOYEES' STATE INSURANCE RULES,1950**
- i. I will preserve all the register maintained for a period of 5 years from the date of last entry therein. ii. I will register on-line on the website of Employees State Insurance within 15 days of employing the required number of employees.
 - iii. I will obtain correct particular of employees as required in Form 1. iv. I will send the declaration forms enclosed with Temporary Identification Certificate and a return in Form 3 within 10 days of furnishing the particulars to the appropriate office of ESIC.
 - v. I will deliver the Temporary Identification Certificate and a copy of Form 3 to the employee.
 - vi. I will take a duly filled Form 1-A from the employee having signature/thumb-impression and send it to the authority within 10 days of being furnished.
 - vii. I will enter the particulars of changes given by the employee in Form 2 and send it within 10 days to the appropriate office.
 - viii. I will furnish information as required in Form 10. ix. I will maintain an Accident Book in Form 11 and preserve it for 5 years from the date of last entry.
 - x. I will send an accident report in Form 12 to the nearest local office and Insurance Medical Officer.
 - xi. I will provide the proper first-aid and arrange proper transportation for obtaining aid and care as may be required.
 - xii. I will produce the Inspection Book on demand to the Inspector or any other person authorized by him.
 - xiii. I will immediately report the death of the workers to the local officer, in death case.
 - xiv. I will ensure that the body of deceased employee is not disposed until it has been examined by an Insurance Medical Officer.
 - xv. I will ensure that no employee is dismissed, discharged or otherwise punished at any time while he/she is in receipt of benefit for Sickness, maternity, Temporary Disablement; or i. is under medical treatment for sickness; or ii. is absent due to illness arising.
- G. I shall comply with all applicable provisions under **THE EMPLOYEE'S COMPENSATION ACT, 1923**
- i. I will pay compensation if personal injury is caused to an employee by accident arising out of and in course of his employment.
 - ii. In case of death of an employee, I will deposit with the Commissioner a sum of not less than five thousand rupees as funeral expenditure.
 - iii. I will pay compensation only by deposit with the Commissioner.

- iv. I will submit a statement to the Commissioner detailing the circumstances attending the death of the employee and indicating the grounds if he is not liable to pay compensation on account of death.
 - v. I will under any other law required to give notice to any authority of any accident occurring on his premises shall send a report to the Commissioner giving the circumstances attending the death or serious bodily injury.
 - vi. If directed under a notification then I shall send a return specifying the number of injuries in respect to which the compensation has been paid during the previous year along with the amount paid.
- H. I shall comply with all applicable provisions under **THE PAYMENT OF BONUS ACT, 1965**
- i. I will pay bonus to its employee's in an accounting year provided that an employee shall be entitled to bonus if he has worked for at least thirty working days in that year. ii. I will pay at least minimum bonus which shall be 8.33 per cent of the salary or wage earned by the employee during the accounting year or seven thousand Five hundred rupees whichever is higher.
 - iii. I will prepare and maintain a register showing the computation of the allocable surplus.
 - iv. I will prepare and maintain a register showing details of the amount of bonus due to each of the employees, the deductions and the amount actually disbursed.
 - v. I will send an annual return to the Inspector.
- I. I shall comply with all applicable provisions under **THE INTER-STATE MIGRANT WORKMEN (REGULATIONS OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979**
- i. I will make application (in triplicate) for grant of license under the Act. ii. I will furnish such particulars to the specified authority in the State from which an Inter-State migrant workman is recruited and in the State in which such workman is employed.
 - iii. I will issue to every inter-State migrant workman, a pass book.
 - iv. I will furnish return in respect to every Inter-State migrant workman who ceases to be employed.
 - v. I will pay wages to each Inter-State migrant workman employed by me which cannot be less than the rate of wages paid by the principal employer to a workman in the lowest category directly employed by him or minimum rate of wages, whichever is higher.
 - vi. I will issue service certificate on termination of employment to the migrant workman.
 - vii. I will maintain displacement-cum-outward journey allowance sheet and return journey allowance register.
 - viii. I will maintain muster roll register and register of wages, register of deduction, fines and advances, maintain register of overtime. ix. I will display an abstract of the Act and the rules in such form as may be approved by the Deputy Chief Labour Commissioner.
 - x. I will display Notices showing the rates of wages, names and addresses of the Inspectors having jurisdiction at the conspicuous places at the establishment and the work-site.
 - xi. I will submit half yearly return (in duplicate).
- J. I shall comply with all applicable provisions under **THE PAYMENT OF GRATUITY ACT 1972**
- i. I will pay the due amount of gratuity **annually** to all the employees & maintain the records. The same will be shared with my employees & also with the employer during the bill submission in month of March.
 - ii. I will pay the due amount of gratuity within 30 days from the date it becomes payable to the employee, net amount not exceeding 10 lakhs; and intimate the payment done to the Controlling Authority. iii. I will deposit the amount of gratuity payable with the Controlling Authority if the claimant is minor nominee/heir. iv. I will authorize an officer as a representative to receive the notices on behalf of company under the Act and Rules.
 - v. I will obtain insurance for securing liability for payment towards gratuity from the Life Insurance Corporation of India or any other prescribed insure; as recommended in the notification.
 - vi. I will pay the due amount of premium for renewal of insurance policy obtained for securing liability for payment of gratuity.

- vii. I will serve a notice of opening of the establishment in Form A to the Controlling Authority, within 30 days of the Act becoming applicable to the establishment.
 - viii. I will serve a notice of change in Form B to the Controlling Authority within 30 days of change in name, address, employer or nature of business.
 - ix. I will serve notice in Form C to the Controlling Authority before 60 days of intended closure.
 - x. I will display conspicuously a notice at or near the main entrance of the establishment in bold letters in English and in a language understood by the majority of the employees specifying the name of the officer with designation authorised by me to receive notices under the Act or the Rules.
 - xi. I will keep nominations in safe custody. xii. I will verify the service particulars of the employee with the service details within 30 days of receipt.
 - xiii. I will return duplicate copy of nomination form after obtaining receipt from the employee. xiv. I will deposit such amount with the Controlling Authority, payable to such employee. xv. I will send a notice in Form L to the applicant (employee/nominee/heir; as the case may be) within 15 days of receipt of the application specifying the amount of gratuity payable, fix a date for payment of it and forward a copy of the same to the Controlling Authority.
 - xvi. I will send a notice in duplicate in Form M to the applicant (employee/nominee/heir) within 15 days of receipt of the application specifying the reason for inadmissibility and forward a copy of the same to the Controlling Authority.
 - xvii. I will display an abstract of the Act and the Rules at or near main entrance of the establishment, in English and in language understood by the majority of employees.
- K. I shall comply with all applicable provisions under THE MATERNITY BENEFIT ACT, 1961**
- i. I will ensure not to make the woman employee do any work which is of an arduous nature or which involves long hours of standing or which in any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health; during the specified period. ii. I will display the abstract of Rules in Form 9 in a conspicuous place in the language or languages of the locality.
 - iii. I will maintain a Maternity Benefit Register in Form 10. iv. I will ensure not to: i) dismiss or discharge the woman employee on account of absence during maternity period, ii) serve notice of discharge or dismissal on such a day that the notice will expire during such absence, iii) vary to her disadvantage any of the conditions of her service.
 - v. I will give maternity leave for a period of 26 weeks.
- L. I shall comply with all applicable provisions under THE CHILD LABOUR (PROHIBITION AND REGULATION) ACT, 1986**
- i. I will ensure not to employ any child or permit to work in : i) occupations specified in Part A of the Schedule or ii) processes specified in Part B of the Schedule.
- M. I shall comply with all applicable provisions under THE FACTORIES ACT, 1948 AND THE RULES as & if applicable.**
- N. I shall comply with all applicable provisions under THE SHOPS AND ESTABLISHMENTS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT AND THE RULES as & if applicable.**
- O. I shall comply with all applicable provisions under THE WEEKLY HOLIDAYS ACT, 1942.**
- P. I shall comply with all the applicable provisions under THE NATIONAL AND FESTIVAL HOLIDAY ACT**
- i. I will grant leave/ holiday with wages on following 3 days, i.e. 26th January (Republic Day), 15th August (Independence Day) and 2nd October (Gandhi Jayanti).

- Q. I shall comply with all applicable provisions under **THE BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996** as & if applicable.
- R. I shall comply with all applicable provisions under **APPRENTICES ACT, 1961**, as & if applicable.
- S. I shall comply with all applicable provisions under **THE PRIVATE SECURITY GUARDS ACT AND THE RULES** of the State, as & if applicable.
 - i. I have the licence issued by the Competent Authority.
- T. I shall comply with all applicable provisions under **LABOUR WELFARE FUND ACT AND THE RULES** of the State, as & if applicable.
- U. I shall comply with all applicable provisions under **The EMPLOYMENT OF LOCAL CANDIDATES IN THE INDUSTRIES ACT AND THE RULES** of the State, as & if applicable.
- V. I shall comply with all applicable provisions under **THE WORKMEN'S MINIMUM HOUSE RENT ALLOWANCE ACT AND THE RULES** of the State, as & if applicable.
- W. I shall comply with all applicable provisions under **Motor Transport Workers Act 1961 AND THE RULES** of the State, as & if applicable.
- X. I shall comply with all applicable provisions under **THE MAHARASHTRA MATHADI, HAMAL AND OTHER MANUAL WORKERS (REGULATION OF EMPLOYMENT AND WELFARE) ACT, 1969**.

- 19. An additional overhead charge of 25% of the wage bill value will be charged to me in case I fail to pay the wages to my workers in time and "The Company" as principal employer is compelled to make the payment on my behalf. The total amount, including the Overhead charge, will be recovered from the subsequent bill/s payable to me.
- 20. I understand that MY BILLS SHALL NOT BE RELEASED IN CASE OF FAILURE TO COMPLY WITH THE ABOVE PROVISIONS.
- 21. Continuous **default in compliance of any statutory provisions, for three months**, may lead to **termination of the contract** and may also lead to blacklisting of me and lead to cancel my vendors' registration with "The Company".

Date: _____

Signature: _____

Place: _____

Name: _____

Vendor code: _____

BOQ for 3 years OLA for pump repair & maintenance work at Bhi

Sr No.	Service No	Item description	Qty
1st Year OLA			
A	270HP, Single stage, Aqua make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
B	215HP, Single stage, Aqua make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
C	200HP single stage, Aromec make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
D	150HP, single stage, Aqua make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1

2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
E	100HP, single stage, Aqua make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
F	90HP, single stage, Aromec make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
G	170HP, multistage, Kamala make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1

9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
H	100HP, multistage, Kamala make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
I	50HP, multistage, Kamala make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
J	25HP, multistage, Kamala make, pump		
1	4163024	Rewinding of Submersible Pump Motors	1
2	4162603	Overhauling- Submersible Pump Motor Set	1
3	4162604	Driving End Bearing Replacement	1
4	4162605	Prov & Replacing Non-driving End Bearing	1
5	4162606	Prov & Replacing Mechanical Seals	1
6	4162608	Prov & Replacing Oil of Pump-Motor Set	1
7	4162609	Prov & Rplc Impeller of Pump-Motor Set	1
8	4162610	Prov & Rplc Hardwares Botts & Bushes	1
9	4162611	Shaft Allgnment and necessary Machining	1
10	4162612	Removal & shifting of the pump-motor	1
		1st Year Total Base Value	
		2nd Year Total Base Value with 5% YOY Escalation	
		3rd Year Total Base Value with 5% YOY Escalation	
		Total Base Value for 3 Years	
		Add GST @ 18%	

		Gross Value for 3 Years	
Note: YOY escalation shall not be more than 5%.			

ra headworks

	Bidder Name	
	Quoted (Rs)	
UOM	Rate	Amount
EA		0
AU		0
EA		0
AU		0
AU		0
AU		0
EA		0
AU		0
EA		0
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