



Purchase order

Ordering Customer Address/
Delivery Address :
Chemplast Sanmar Ltd-Salt Work
Sethurasta
614810 Vedaranyam
Phone no - +914369 250387/228/433
TIN - 33873241159 DT.01.01.2007
GST No.- 33AAACC3000F1ZN
Region.- TN-Tamil Nadu

Chemplast Sanmar Limited

To,
New Vedai Marine &
General Engineering Works
19-A, Melamadavilagam,
Vedaraniyam Nagapattinam 614810 TN IN
Ph No-9443410190, Fax No-
E-MAIL - andrewjuliya190@gmail.com
GST No.-
Region.- TN-Tamil Nadu

PO Number - 3600027206
Po Date - 30.04.2025
Name - B Prammapuriswaran
Phone No -
Email id - BP15@sanmargroup.com
Version : 0

Vendor Code - SV0005

Delivery date- 30.12.2025

Please supply following Goods/Services in accordance with the terms and conditions stipulated. Kindly send us your order acceptance per return.

Item	Material	Description	Order Qty. Unit	Price per Unit	Net value
00010		Machining and supply of MS Hook pin			
		1 Activ.unit			
		Scope of work :			
		Machining & supply of M.S.hook pins of			
		size 19 mm.dia X 185 mm long suitable with our hydraulic			
		fork unit -- 50 nos			
		For these jobs materials to and from is company scope.			
	Basic Price	15000 INR		1AU	15000.00
	The item covers the following services:				
	2	Machining and supply of MS Hook pin 185	998729		
		50.000 NO 300.00	15,000.00		
	IN: Central GST		9.00%		1350.00
	IN: State GST		9.00%		1350.00
00020		Machining & supply of EN8 Fork Lock Pin			
		1 Activ.unit			
		Scope of work :			
		Machining & supply of M.S Fork lock pin with suitable			
		to our fork unit - 25 Nos			

Head Office, Regd. Office:

9, Cathedral Road,

Chennai - 600086 Ph.No. +91 44 28128500

Tamil Nadu, India. Fax No.+91 44 28114116

CIN: L24230TN1985PLC011637

PAN: AAACC3000F

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Po Date -30.04.2025
Name - B Prammapuriswaran
Phone No -
Email id - BP15@sanmargroup.com

Item	Material	Description	Order Qty. Unit	Price per Unit	Net value
For these jobs materials to and from is company scope.					
	Basic Price	6250	INR	1AU	6250.00

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Email id - BP15@sanmargroup.com

Item	Material	Description	Order Qty. Unit	Price per Unit	Net value
The item covers the following services:					
4	Machining & supply of EN8 Fork Lock Pin	998729			
	25.000 NO	250.00		6,250.00	
	IN: Central GST			9.00%	562.50
	IN: State GST			9.00%	562.50
Total Order Value					INR 25,075.00

TERMS & CONDITIONS

Terms of delivery: EXW Vedaraniyam

Terms of payment: Vendor - Payment on 30th Day

Refer: Ariba event No 6000324270 10260617 and telecon we had with Mr Selvaraj (9443410190 / andrewjuliya190@gmail.com; joyandrew006@gmail.com)

Kindly ensure that your bills are raised on the Delivery Address together with our GST number (exactly as given on the right handside top corner of this purchase order). Any deviation in billing address, incorrect mentioning of our GST, will result in delayed bill processing / payment till proper correction / endorsement is made by you. You are requested to take note of this specifically and strictly adopt the above procedure.

You are requested to acknowledge the Purchase Order immediately on receipt of this Purchase Order and send us the Order Acknowledgement to the attention of Mr.B Prammapuriswaran, preferably through the following email id:bp15@sanmargroup.com or to the address mentioned in left hand side bottom of the first page of PO marking Ph.No.044 2812 8587 or through Fax 044 2811 4116.

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We Shall Pay As Indicated in the Annexure

Kindly co ordinate with our Plant Engineers for work
Schedule and procedural update.

All Safety Rules and Regulations should be strictly
adopted in execution of this order.

To & Fro freight for sending the material for the work is
under the scope of Chemplast Sanmar.

Terms and Conditions:-

=====

1. Taxes:

a) You are not a registered under GST . Nil Tax chargeable
by you and also not payable by us as you are
unregistered. Hence taxes are not applicable.

*Please ask for an amendment if this is changed
statutorily.

2. Kindly ensure that your invoices are raised
mandatorily mentioning the following:

a) Delivery Address/Ship to address: as mentioned in page
1 right hand side top of this PO.

b) Indicating our GST No. (as mentioned in page 1 right
hand side top of this PO).

c) Indicating your GST No. (we have printed your GST
No.** in page 1 of this PO - left hand side under heading
"Vendor Address")

** if this is incorrect ask for an amendment.

** if you intend to Invoice from another region / another
GST No., prior to invoicing please get an amendment.

** if you are a unregistered under GST, or registered
under GST composition scheme, please indicate this on the
face of each of your invoice/bill of supply.

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		d) Wherever GST Invoice is issued, it shall include HSN/SAC number of each of the item invoiced.			
		. Other Instructions to be followed w.r.t GST Invoice:			
		e) Wherever more than one item is being invoiced by Vendor, ensure that all the items in an invoice pertain to single tax structure. Invoices with multiple tax structures, shall stand rejected.			
		. f) Any deviation in Invoicing address, incorrect mentioning of our GST number, improper and / or delayed uploading of invoice details data to GSTN portal, will result in delayed bill processing / payment till proper correction / endorsement is made by you.			
		g) Subsequent to implementation of Goods and Services Tax (GST) by Government, generation of E-Way Bill (Electronic Way Bill), in applicable cases, has become mandatory.			
		. E-Way bill necessitates entering the correct consignee address, by the generator (In this case, use our GSTN number in the portal, and when selection menu of portal shows of our various plants, please arrange to select the correct plant - and ensure the plant address matches).			
		. We advise you to hand over the cargo to the transporter only after complying with necessary requirements related to E-Way Bill (in applicable cases), so as to ensure prompt receipt of cargo at our end.			
		. 3) Please individually review each item ordered through this PO, for compliance of statutory taxes as may be required. If there is a PO from us not confirming to the requirement, ask for an amendment prior to billing. Statutory duties and taxes not shown and not claimed in your invoice, will not be entertained later through separate demand.			

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4) Rates mentioned in this order are firm and fixed, till delivery of the goods/services. However our company's right to cancellation clause and initiation of risk purchase clause, recovery of advance payment made together with interest if any, would automatically trigger after the delivery date indicated against the item, irrespective of whether Liquidated Damage clause for delayed deliveries is applicable or not.

5) The quantities given in this PO are based on estimates. However payment shall be made based on actual work done which shall be arrived based on joint measurements by you and our plant Engineers.

6) You shall arrange to mobilize all required materials for the above work within a week from the date of receipt of our Order. (Pls check with Plant engineer about still earlier requirement).

7) You shall provide us immediately the list of materials (under the scope of Chemplast) required for the above work in order to confirm receipt of material at our end as per your recommendation.

8) The schedule for commencing this work shall be as per instruction of our Plant Engineers. Please check with them for early start or completion and/or before the due date mentioned in the first page of the order.

Please courier Original Invoice, Delivery Challan, LR Xerox Copy(if applicable) to Mr. M Vishnuvardhan - Mechanical Department Chemplast Sanmar Ltd (address on the right top) for certification by our plant engineers, for prompt payment and accounting.

9) Income tax as per rules will be deducted from your bills and TDS certificate will be issued by us.

10) All workmen employed by you and assigned to this work shall be covered under ESI and PF and you shall provide the necessary proof for the same

11) All workmen should be covered with GPA (Unnamed Accident Insurance cover), tailor made policy of Sanmar,

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with Bajaj Allianz., The cover is applicable to accidents at workplace (Sanmar locations only) and will have hospitalization benefit of upto Rs. 1.25 lacs and death cover of Rs. 8 lacs. The current premium for the policy is Rs.502/-(inclusive of GST Tax) per head per year (the indicated premium is as applicable on 01.04.2019, which may undergo a change from time to time). This insurance policy is required to be taken for all workmen employed by you who are assigned to our plant/designated area and waiver or exemption is not permitted. Proof of policies needs to be submitted to the Plant Manager prior to commencement of work at the plant.

12) The General terms and conditions regarding workmen compensation will form part of this contract. If you don't possess one, format will be given upon request.

13) In the event of any damage/breakage of our material / property during the execution of the work, then, you shall reimburse the cost of such damage. Our decision on this will be final and binding.

14) You shall compensate the company in the event of any injury or damage caused to the company's employee or property on account of accident arising in course of execution of the work covered by this contract.

15) You are requested to register all your tools and tackles at stores and the same shall be taken back with the acknowledgment of stores department.

16) The entire job work shall be commenced, carried out and completed as per the instruction from our plant incharge.

17) Water & Power shall be provided by us free of cost from our factory for judicious use. However, you will arrange transportation from the source point without inconveniencing other work.

18) You shall not sublet or assign the work entrusted to any body without the knowledge and written permission from CHEMPLAST.

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19) JURISDICTION: All disputes and differences arising out of or related to anyway with this order shall be subject to courts at Chennai, Tamilnadu.
20) You shall ensure that all personnel employed by you follow necessary safety procedures. You shall also ensure that Safety and Statutory Rules and Regulations are strictly adopted, in execution of this Order. Kindly coordinate with our Plant Engineers Concerned for procedural update and formalities.

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TERMS AND CONDITIONS

1. Order Acceptance -

Supplier should acknowledge this order immediately confirming acceptance of all conditions mentioned in the purchase order. If acknowledgement and acceptance of order is not received in seven days from the date of our order, it will be deemed that the terms & conditions of this purchase order will be final.

2. Despatch Advice and Documents -

All despatches should be made to the concerned plant specified in our purchase order. The consignment should be accompanied by all relevant despatch documents like Invoice, Packing list/ Delivery Challan & Excise Duty gate pass (wherever applicable). We will not be held responsible for any detention enroute due to improper documentation on the part of the supplier. Any changes arising out of such detention at check post enroute would be to supplier's account. Invoice would not be processed for payment in the absence of relevant excise gate pass. Copy of Invoice and Delivery Challan should be always posted in advance to purchase department, No. 9, Cathedral Road, Chennai - 600086, so that receipt and payment of invoice can be coordinated.

3. Weightment -

Weightment/Measurement done at our works as per our receiving stores will be final & binding.

4. Quality Assurance -

All supplies must be accompanied by test certificates, analytical reports etc., as called for in the purchase order

5. Rejections -

Supplies not confirming to the terms & conditions of this purchase order will be rejected & the consignment will be returned at supplier's cost only after receipt of replacement. Until replacement is made, the rejected material will lie at our end at supplier's risk.

6. Issues from our site -

Any drawings, patterns and tools sample supplied by us for the execution of the order would remain in the supplier's risk.

7. Insurance -

Unless otherwise mentioned, insurance will be done by us under our open or specific insurance policy. We will not accept any insurance charges otherwise from the supplier or from the transporter without our specific instruction.

8. Shipping Marks -

The cases of the consignment supplied against this order should bear the name of our Company & the relevant plant location, purchase order number and date for identification purpose

9. All transaction will be governed by Incoterms.

10. Force Majeure Clause -

This purchase order is issued subject to usual force majeure conditions which may prevail at our end like strike, lockout, riot, civil commotion act of God etc. The delivery schedule mentioned in the purchase order is given in good faith & may be change by us if any unforeseen conditions develop at our plant

11. Jurisdiction -

All disputes and differences arising out of or related to anyway with this Order shall be subject to Courts at Chennai, Tamilnadu.

GENERAL SAFETY REQUIREMENT

INTRODUCTION

The Sanmar Group is committed to maintain highest standard of health, safety and environmental management for its employees and contractors. The Sanmar Group requires this safety standard to be maintained by all personnel working within its premises and sites. This document contains General Safety Requirements & rules, which have been prepared to assist the contractors to comply with the requirements of the Sanmar Group Health and Safety policy, other associated procedures and legislation. It should not be interpreted as a comprehensive document covering all legislation.

Note: For some small contractor, all the listed below safety requirements may not be applicable. The plant personnel in charge of the contract shall decide the applicability clause

1. DEFINITIONS

The "Company" means The Sanmar Group of companies, and these requirements & rules apply at any of the Sanmar Group Facility.

The Sanmar Group;

- o Plant / Site - manufacturing facility including truck parking yard.
- o Projects - All The Sanmar Group Green & Brown Field projects.
- o Head Office or Plant Office.

The "Contractor" means a person (self-employed or employed by a non Sanmar Group company) who is performing work for the Sanmar Group under a contract purchase order. Which including the Main Contractor, Sub-contractor, Sub-Sub-Contractors. Contractor Representative: An employee of the main contractor, who has been assigned by them to be responsible for the completion of the assigned work. The Sanmar Group Representative: The Manager of the department responsible for initiating the request for the contract and getting the work done, or any authorized The Sanmar Group member acting on behalf of the Manager.

2. STATUTORY COMPLIANCES & CONDITIONS

Contractors must observe and comply with legislation, requirements & rules which protecting their safety, health and support welfare.

3. CONTRACTOR BEFORE ENGAGING SUBCONTRACTOR

The contractor must obtain approval from the Company or the Manager responsible for the contract before engaging a sub-contractor. The Company's contract requirements & rules are applicable to the sub or sub-sub-contractor also.

4. MANAGING THE CONTRACT

The contractor shall provide adequate resources, competent manpower as required, on time delivery, funds, know-how and effort to ensure effective management of safety and good working practices throughout the work to be done. The contractor should ensure Supportive Safety Organization: The contractors and their sub-contractors should ensure one nominated Safety Officer for engaging fifty workers and more.

5. SITE ACCESS CONTROL

No contractor will be permitted to commence any work whatsoever on any of the Company's facilities without a valid official Purchase Order/ letter of intent or valid Contract first having being issued for the work to be carried. No contractors and their employees are allowed to enter inside the plant without valid medical examination as per site requirement, plant entry cards.

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6. TOOLS, EQUIPMENTS, VEHICLES AND PLANTS SCREENING

The contractor's tools, equipment, vehicle, plants and other materials brought inside the premises of the Sanmar Group will be inspected and approved by the respective department representative and or the Sanmar Group site safety representative. The company has the rights to reject the contractors Assets which is not been maintained safe or not meeting the company requirements. All tools, equipment, vehicle and plant shall be inspected periodically and record to be maintained.

7. ORGANIZATION CONTROL

The identified competent persons for jobs such as scaffolding, welding, electrical, etc should submit their CV or Certificate and should be approved by the company representative/Safety Officer. Once the key person is approved the contractor cannot change / replace the persons without the prior approval of the company representative.

10. RISK MANAGEMENT & JOB SAFETY ANALYSIS

The occupational health, safety and environmental risk for the scope of contract to be assessed by the contractor before execution. The contractor shall coordinate with Sanmar representative to identify the site risk jointly. Without assessing the job site risk no job should be initiated. For non-routine activities Job safety analysis to be conducted and ensure the HSE risk are managed. The same should be communicated to the working crew daily in the form of "TOOL BOX TALK" by the contract supervisor. Without Daily toolbox talk no job should be commenced. The toolbox talk should be recorded and submitted to the Sanmar representatives.

11. SAFETY INDUCTION & TRAINING

Every contractor employee shall receive safety induction before commencing work at any of the Company's facilities. Safety induction program will be provided by the Sanmar Group Plant Safety Manager or Officer on prior appointment and intimation.

12. PPE STANDARD

It is one of the company rules is that without the Group recommended mandatory PPE, no contractors shall enter inside the plant. As and when required, the common PPE and specific PPE should be worn by the contractors as applicable and advised by the company representatives.

	Mandatory PPE	Common PPE
Contract workers	1. Safety Shoes 2. Helmets (GREEN) with chin strap 3. Safety glasses	1. Ear protections 2. Masks 3. Gloves
Drivers of the contractor (mobile equipment and vehicles),	1. Shoes 2. Helmets (YELLOW)	1. Ear protections 2. Masks 3. Gloves 4. Safety glasses

* Some cases Sanmar can support by providing PPE

* For Vedaranyam, Plant head shall decide the suitable PPE

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Specific Job related PPE:

Work at height more than 2 meter	Full body harness with two lanyards
Gas cutting work	Safety goggle, body apron, hand gloves
Welding work	Welder face shield, apron, leg guard, hand gloves
Acid / chemical handling	Face shield/safety goggle, full body apron, Full Hand gloves

Contract worker with lungies, shorts, Dhoti, with loose hanging phallus, long / loose hair, workers with towel / duppata on the neck, etc are not allowed to enter inside the plant. The contractors should respect the security PPE screening and advise their workers / laborers accordingly. **PPE rules applicable to all, no waiver for femaleworkers.**

13. PERMIT TO WORK

NO WORK' should be started without the work permit issued by the Sanmar employee. It is the contractor's responsibility to ensure that all hazards that may occur during the contract period are assessed and precautions implemented.

When the authorization has been signed, the contractor has permission to start working on Company premises.

The work crew contract supervisor will review the contents of the permit and brief it to his crew members in the form of Daily Tool Box Talk prior the commencement of work.

14. HOT WORK

Any work producing spark is considered as HOT WORK and which needs specific "Hot Work" permit and approval from Sanmar area in-charge. Each hot work should be performed only after the risk of flammables removed from the working area and where the work to be performed. It is contractor responsibility to ensure suitable fire prevention and protection steps are taken in coordination with Sanmar representative.

15. CONFINED SPACE ENTRY

Any restricted access, with lack of oxygen, contaminated space, confined entry / exit is considered as confined space this may be inside a tunnel, tank, vessel, pipeline or trenches. Those areas need specific Confined Space Entry Permit. The contractor shall work only upon receiving "Confined Space" permit from Sanmar representatives with specified precautions and emergency plan as stipulated in the permit.

16. WORK AT HEIGHT & SCAFFOLDING

Any work more than 2 meter height is considered as Work at height, each contractor work at height should get specific WORK AT HEIGHT permit from the Sanmar representative. Each worker working above 2 meter should wear Full body harness with double lanyard. The scaffolding erected under the scope of contractor shall meet the minimum scaffolding requirements such as good sound quality metallic scaffolding materials, base plates, cross bracings, ledger and standards are suitably spaced, sound quality of couplers and couplings, ladders from ground to intermediate platform, ladders from intermediate to working platforms. The ladders shall be fixed and extended in each landing locations for one meter. Each landing / working platform should have minimum of three metallic grating, secured well, mid rails and guard rails of 500 cm and 110 cm height respectively. Toe board is mandatory where tools and equipment are used over scaffolding. Each scaffolding constructed by Contractor should be approved by Sanmar Competent person. Upon approval and providing SAFE TO USE tag the contractors are allowed to work over on it. This should be communicated by the contract superiors to all his crew workers.

All roof work risk should be assessed by the contractors and suitable fall

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protections and prevention systems should be ensured before working on roof, which is to be approved. The contract supervisor should ensure his workers are always attached to lifeline or any other anchoring points

17. LOCK OUT TAG OUT

No contractor is allowed to work on live electrical equipment. All the live electrical equipment should be isolated from power supply before the work been executed. The other potential hazardous energies of each equipment / system / vessel / pipeline / confined space entry should be examined before executing and isolated with the approval by using Lock Out Tag Out and Try Out System. It needs Sanmar representative approval to perform LOTOTO. Working on live equipment or entering inside the live substation is prohibited for contractors.

18. MATERIAL HANDLING

Where there is a need for contractor's staff to lift or move loads manually, the contractor will ensure that adequate consideration is given to the key elements of task, load, individual capability, applicable PPE and the working environment to ensure that personnel are not put at risk by such operations

19. ACCIDENT & INCIDENT REPORTINGS

The contractor shall report accidents/incidents; near misses and dangerous occurrences to the responsible Manager immediately. The contractor has to preserve the evidences and extend support for the investigation.

20. ENVIRONMENTAL MANAGEMENT & HOUSEKEEPING

Housekeeping is a mandatory condition in The Sanmar Group facility, and considered as part of the contract requirements. It is the responsibility of the contractor to ensure all the spills, debris and scraps generated during the contract execution should be collected every day and stored at identified locations and disposed under their responsibility.

21. EMERGENCY PREPAREDNESS

The contractor should ensure that any uncontrolled event that has the potential to adversely affect people or the environment shall be acted upon and reported in accordance with site requirements & rules immediately e.g. release of gas, liquid, fire, explosion, physical injury, oil spillage. Advised to refer the Company emergency response management plan available at site. The contractor will ensure that all his staff and sub-contractors are made aware of local emergency procedures and drill requirements.

22. HEALTH HAZARDOUS SUBSTANCES

Contractor handling health hazardous chemicals must understand the potential health risk on it, and necessary controls measures should be implemented in line with the site procedure.

23. ALCOHOL AND DRUG POLICY

All personnel working on the company premises are expected to be alcohol and drug free. All personnel shall cooperate for alcohol breather test.

24. SECURITY PROCEDURE

The company will communicate site security and access rules to the contractor. It is the responsibility of contractor to ensure its employees, sub-contractor's employees and visitors comply with these rules. Company security personnel are authorized to conduct security inspections at all times, including search of personnel, toolboxes, vehicles etc. as considered necessary. Contractor should carry out antecedent verification for each employee before engaging with company.

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25. CONTRACTOR WORK AREA / SHED / REST PLACES

The contractors should not build any temporary shed or rest places within the company premises without written authorization from plant head. The approved such facilities shall be maintained safe, clean and tidy.

26. PARTICIPATORY REQUIREMENTS

The contractors should always be involved in the risk assessment, hazard communication, safety suggestions, attending safety meetings and safety promotional activities.

27. SAFETY INFRINGEMENT & PENALTY

Any contractor / contract worker found violating / breaching the Company's safety General requirements, procedure & rules and regulations the company has the rights to terminate or apply penalty for each infringement and it will be recovered with official notification. The site management has the rights to decide the level of application on Action and Penalty value.

The following minimum actions shall be taken, on the breach of general safety requirements, safety procedures, safety rules, safety work permit conditions or non-compliance of PPE.

Individual - Contract worker

1st Breach - Warning letter & Counseling

2nd Breach - Warning letter, suspension two days & Counseling or Penalty to company

3rd Breach - Termination on the ground of non-complying company rules

Note: Parallel actions will be taken to the Contractor's Company as listed below.

Supervisors - Contractor

1st Breach - Warning letter & Counseling or penalty to company

2nd Breach - Termination on the ground of non-competent to implement company rules

Note: Parallel actions will be taken to the Contractor's Company as listed below.

Contractors (Applied to Main contractor, in case of sub or sub-sub contractor)

1st Non-compliance - Warning letter

2nd Non-compliance - Warning letter & Penalty

3rd Non-compliance - Contract termination or suspension & Block listing in Sanmar Group

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28. GENRAL CONTRACTOR SAFETY RULES

All the contractors have to comply /follow the following Safety, Health & environment related rules as defined below.

1. Contractor has to comply with all the provisions of all applicable laws & regulation related to Safety, Health & Environment.
2. Contractor shall also comply with the Sanmar Safety, Health & Environment procedure applicable at the time of executing the Scope of work.
3. The contractor supervisor shall available at work site all times while executing the work.
4. The contractor shall also ensure that the site and the work carried out in an orderly manner in order to avoid danger to any person(s) or Sanmar infrastructure/ property
5. Contractor shall at his cost provide and maintain all PPE, safety warnings signs, fencing etc and other safety devices for the portion of the work.
6. Contractor has to depute nominated safety representative/officer for more than Fifty manpower and he will be responsible for safety compliance related to contractors Job
7. Contractor has to depute qualified electrical person to ensure electrical safety
8. All worker to wear safety shoes, Helmet with chin strap, safety spectacles while entering the plant.
9. SMOKING is prohibited inside the plant
10. No Mobile phones will be allowed, Photography is strictly prohibited.
11. No work should be performed without safety work permit and without direct supervision.
12. Taking rest / eating at work place is prohibited
13. All work more than 2 meter height need full body safety harness with double lanyards
14. Scaffolding to be proper & approved by competent person prior to use & will have scaffold tags displayed.
15. All vehicle entering project site to have vehicle entry permit
16. All tools and tackles deployed at the site by the contractor shall be maintained in a good, safe and operable condition properly certified as required by any relevant statutory/ regulatory body and operated only by trained personnel
17. All calibration / Inspection valid certificate for heavy equipment must be available
18. Use only non-sparking tools at hazardous classified areas.
19. Without authorization from Sanmar employee, no work should be initiated.
20. In case of emergency the contract workers should assemble immediately at the nearest emergency assembly point.
21. All incident, near-miss, unsafe conditions should be reported to the Sanmar safety representative.
22. Contractor's movements are restricted and allowed to work only in the authorized work locations.
23. Contractor are requested to obey and follow the safety and security signs provided in the premises.
24. Contractors are expected to attend the safety, health and environment trainings as on when organized by the site.
25. No horseplay, sabotage, pilferage, miss use of safety equipment is permitted.

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Statutory Requirements from the Contractors

Labour Gate Entry - required documents

- a) Application form of the person nominated by the vendor;
- b) ID Address Proof-of the person nominated by the vendor
- c) UAN Allotment copy - of the vendor
- d) ESI number allotment copy # of the vendor
- e) EPF remittance details (ECR) of the vendor;
- f) ESIC remittance details(Employee contribution history) of the vendor;
- g) E-Pehchan card;
- h) Employee Compensation Policy, if ESI exempted person;
- i) EPF Exempted cases # Form 11to be submitted immediately;
- j) Form 27 Fitness certificate issued by our Factory medical officer;
- k) Safety Induction given by Safety department;

Contractor Licence under CLRA: contractor should obtain licens theirentire workmen (20 persons & above) including Inter State Migrant workmen (ISMW) if applicable,what they are going to depute for the work at site in Form VI.

Contractor shall obtain licence under ISMW: In addition to the above,if the contractor is going to deploy ISMW, a separate license in Form VIII to be taken for the ISMW (05 persons & above). The license should be in the name of the contractor only.[For example if acontractoris planning for 100 Nos ISMW and 30 Nos native state workmen, he should take licence in Form VI for 130 Nos and 100 Nos in Form VIII for ISMW.]

Sub-Contractor(s):If any contractor wish to engage sub-contractor the they should enter into agreement with such sub-contractor(s) and those names also shall be included in the Registration Certificate under CLRA / ISMW respectively;

Registration Certificate:Our Company shall obtain RC under CLRA & ISMW as the case may be;

ESI and EPF: The contractor should posses a separate ESI & EPF and codes in their names;The monthly ESI paid challan and Employees Contribution History should be submitted every month. Similarly, the contractor should submit EPF paid challan (Payment confirmation Receipt)and contribution statement to be submitted every month. (ESI and EPF code on their sub-contractor#s name will not be permitted).Employee#s compensation policy to be obtained for employees who are exempted under ESI act.

Statutory Documents to be maintained in their own name as follow.

- 1) Form No.12- Register Of Adult Workers And Young Persons
- 2) Form No. 15 - Register Of Leave With Wages
- 3) Form No. 25 - Muster Roll And Register Of Compensatory Holidays
- 4) Wage Disbursement to their workmen (7th of every month) by Bank Transfer (Bank transfer statement proof to be submit every month)
- 5) Form XXIV - Half Yearly return to be file by the licensed contractor (31st July & 31st Jan)
- 6) Form C - Register of bonus (Annual)
- 7) Form D - Annual return of Bonus (Annual)
- 8) Form A -Labour Welfare Fund Contribution (Annual)

GPA: All workmen should be covered with GPA (Unnamed Accident Insurance cover),tailor made policy of SANMAR, with Bajaj Allianz, Thecover is applicable to accidents at workplace (SANMAR locations only) and will have hospitalization benefit up to Rs. 1.25 Lacs and death cover up to Rs. 8 lakhs. The current premium for the policy is Rs 502/- (inclusive of GST tax) per head per year (indicated premium is as applicable on 01.04.2024, which may undergo a change from time to time). This insurance policy is required to be taken for all workmen employed by you who are assigned to our plant/ designated area and waiver or exemption is not permitted. Proof of policies needs to be submitted to the plant manager contractor in their own name and the policy on their sub-contractor#s name will not be permitted).

Safety Stewards: The contractor should employ qualified Safety Stewards for every 30 Nos of workmen and this requirement is in addition to Safety Engineer/ Safety Manager. The safety requirements to be in high standard and to be complied all the requirements of SANMAR.

Medical requirements :

- 1) All the persons to be employed must have been vaccinated for COVID
- 2) The contract employee has to undergo medical screening at our OHC for physical examination like height, weight, vision etc before entering the plant. The minimum weight stipulated is 50kgs.
- 3) If a contractor employee is likely to work inside the plant for more than 30 days, the Complete Blood Count (CBC), Lung function test (LFT) and Renal Function test (RFT) has to be done in an external diagnostic laboratory.
- 4) A contract employee has to undergo vertigo test in our OHC if height work is involved in a job
- 5) All drivers (Earth moving equipment/Forklift/ Crane etc) must undergo eye screening at an ophthalmologist if they work inside the plant.

Additional points

- a) Contractor must be in the approved RC list
- b) If more than 20 workers are to be engaged, Contract License should be obtained from DDISH
- c) GPA insurance coverage document in Oriental Insurance for Rs. 8,00,000/-
- d) ESI and EPF coverage details (ECR copy and paid challan acknowledgement copy including previous month details)
- e) If salary is more than Rs. 21,000/-, an authorization letter from the concerned establishment for exemption of ESIC.
- f) Must be vaccinated for COVID
- g) Will undergo medical screening at OHC for physical examination like height, weight, vision etc . Weight must be >50kg
- h) If the contractor labour will work inside the plant more than 30 days, then need to check for Complete Blood Count (CBC), Lung function test (LFT), Renal Function test (RFT) at an external lab
- i) If they do height work, they must undergo vertigo test
- j) All drivers must undergo eye screening at an ophthalmologist including JCB drivers if they work continuously inside the plant
- k) Will undergo safety induction training prior to entering the plant
- l) Nomination forms (Form-2 & 11 under EPF, Form-1 Payment of wages, Form-34 -Factories Act);

Annexure I

STANDARD GST CLAUSE

(i) The Price Quoted in this Order for supply of goods / services shall be exclusive of any applicable goods and services Tax, Customs duties, or any other indirect tax as may be imposed by the Government of india from time to time.

(ii) The Vendor shall provide a proper invoice in the form and manner prescribed under GST Invoice Rules containing all the particulars mentioned therein. Vendor shall also report the transaction in GSTR 1 return within 30 days of raising the invoice as enable the Purchaser to claim GST input credit.

(iii) In the event that the Vendor fails to provide the invoice in the form and manner prescribed under rules, Purchaser shall not be liable to make any payment against such invoice.

(iv) Notwithstanding anything contained anywhere in the order, in the event that the input tax credit of the GST charged by Vendor is denied by the GST authorities to purchaser, Purchaser shall be entitled to recover such amount from the vendor by way of adjustment from the next invoice, in addition to the amount of GST, Purchaser shall also be entitled to recover interest at the applicable rate and penalty, in case any penalty is imposed by the tax authorities on Purchaser.

(v) Event of default clause - In the event that the Vendor does not deposit the GST charged on the invoice issued to Purchaser or such GST charged on the invoice and paid by Purchaser is not reflected in Electronic input tax credit ledger on common GSTN portal of the govt. as eligible input tax credit for any reason whatsoever then,

a. The purchaser shall have the right to terminate this Order / Agreement in the event that the input tax credit does not available to the purchaser due to any of the non-compliances by the vendor and the Vendor shall be liable to pay such damages as may be reasonably estimated by Purchaser.

b. In the event that the input tax credit of the GST charged by Vendor is denied by the tax authorities to Purchaser due to non-payment of GST amount to the Government, Purchaser shall be entitled to recover such amount from the vendor by way of adjustment from the next invoice, in addition to the amount of GST, Purchaser shall also be entitled to recover interest at the applicable rate and penalty, in case any penalty is imposed by the tax authorities on purchaser.

(vi) Representation and warranties clause - The Vendor represents and warrants that it shall have and maintain in effect level of compliance rating as prescribed by the govt.

(vii) In case of supply of goods, as per the applicable state rules Vendor is responsible to prepare as E Way bill for transportation of goods on GST online GST portal. In case Vendor is unable to prepare the E Way bill or in case any E way bill is erroneously made and the goods are being detained by the Tax Authorities, in that case VENDOR has the responsibility to get the detained goods released and pay for the damages. Purchaser can recover for the damages caused in such event.

(viii) The Vendor agrees to indemnify the Purchaser by way of executing an indemnity bond.

(ix) Supply of Goods / Services against this purchase Order / Agreement confirms that Purchaser agrees to all the terms and conditions of this Purchase order / Agreement including the Standard GST clause.

(x) If you are coming under e-Invoicing bracket as per the GST Act, you are requested to issue tax invoice with QR Code / IRN details for accounting , payment and availing GST credit. The Company shall not process non "e-Invoice" for payment.

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Annexure I

STANDARD GST CLAUSE (Contd...)

(xi) Invoice & Documents Dispatch Instruction:

Please courier full set of Originals including Invoice, Packing details, LR, Warranty / Guarantee certificates, Test certificates, MSDS, etc Directly to respective Plant STORES Department.

Note: Complete Address mentioned on right hand side top of page one under "Delivery Address:"

Also, send scan copy of full set of documents to respective Stores department by email.

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