

## Annexure I

S.No	Checklist for BORL Contractors Record maintained in Factory Premises
<b>The Contract Labour (Regulation and Abolition ) Act - 1970 and Central Rules 1971</b>	
1	Contract Agreement with validity between the principal employer and the Contractor (LOI/FOA/DLOA/PO copy)
2	Contractor License (if applicable)
3	Application for renewal of License (if applicable)
4	Commencement/Completion of work - Form - VI A
5	Half Yearly Returns Form-XXIV
6	Employment Card
7	Service Certificate
8	Identity Card
9	Muster roll
10	Wage Register
12	Muster cum Wage Register (if register as mention at sr.no 9 & 10 has not been maintained)
11	Wage Slip
13	Register of Deductions For Damage or Loss
14	Register of Fines
15	Register of Advances
16	Register of Overtime
17	Register of Workmen Employed
18	Display of Abstracts
19	Display of Notice
20	Inspection Book
<b>Minimum Wages Act</b>	
21	Annual Return (last year)
<b>Payment of Wages Act</b>	
22	If wages paid through bank credit/cheque payment, relevant documents
23	Annual Return (last year)
<b>Maternity Benefit Act</b>	
24	Muster roll, If applicable
25	Annual Return
<b>The Factories Act, 1948</b>	
26	Register of Leave with wages
<b>The Labour Welfare Fund Act 1972</b>	
27	Copy of financial instrument/document vide which fund is deposited.
28	Copy Of FORM A
<b>Payment of Bonus Act, 1965</b>	
29	Register of Bonus
30	Annual Return (last year)
<b>The Employees' Provident Fund and Miscellaneous Provision Act – 1952</b>	
31	EPF Registration Certificate
32	Declaration and Nomination Form
33	Monthly statement of contribution (ECR File)
34	Monthly remittance challan
35	Copy of FORM 23, pf slip (last year)
<b>Employee's Compensation Act – 1923</b>	
36	Valid Employee's Compension Policy
37	Annual Return Under Employee's Compensation Act - 1923 (last year)

## Annexure II

**Documents to be submitted to BORL HR Compliance Desk, Bina for HR Clearance**

1. Covering Letter requesting HR clearance verified by BORL EIC
2. BORL Monthly Compliance report
3. Attendance Register (Copy)
4. Wage Register (Copy)
5. Overtime Register Copy
6. Fine Register Copy
7. Deduction Register Copy
8. Advance Register Copy
9. Workmen Register Form-XIII
10. Form-18 Leave Register Copy (5 Employees)
11. PF Challan Copy
12. PF ECR
13. Form-11 for exempted employee If Applicable Copy **(One time only)**
14. PO/FOA, Copy **(One time only)**
15. Valid W-C Policy Copy **(One time only)**
16. Valid Labour License If Applicable Copy **(One time only)**

**Note:**

1. Contractor has to submit the above mentioned documents to BORL HR Compliance Desk and obtain required HR Clearance for releasing the part of bill amount with held for the same.
2. The above mentioned document list is as per the compliance check list of BORL HR compliance desk on the day of floating the tender.
3. The compliance desk may ask for one or more documents which have to be maintained by contractor as per the laws of the land from time to time other than those listed above.

### Annexure III

### UNDERTAKING

To  
Bharat Oman Refineries Ltd.

In continuation to all clauses mentioned in Scope of Work, Special Conditions of Contract, General Conditions of Contract, and Schedule of Rates of Tender document no. VBPL/TIPS/OPS/2019-20/01, I once again confirm to follow all the clauses mentioned below:-

Sl. No.	Section	Clause	Remark	Contract or's Signature
1	SOW	8	Tools, tackles and Elcometer to be provided under Contractor's scope for executing the job	
2	SCC	7	BORL's discretion to split into Part A, Part B & Part C of Schedule of Rates and award the job separately	
3	SCC	9.g	Statutory documents to be maintained by contractor which should be submitted when requested (Please refer Annexure I)	
4	SCC	9. h	Contractor's responsibility to obtain HR Clearance from HR Compliance Desk, Bina from time to time (Please refer Annexure II)	
5	SCC	9.j	Contractor shall not employ any person below 18 years of age	
6	SCC	18	Insurance as per Workmen's Compensation Act, 1923	
7	SCC	20	Contractor to ensure payment of wages as per Minimum Wages Act of Central or State, whichever is higher by 7 <sup>th</sup> of each month.	
8	SCC	21	Responsibility of contractor to provide PPEs to man power deployed	
9	SCC	24	Work has to be completed within 12 months from the date of purchase order	
10	SCC	25	Penalty applicable on violations of various clauses of this tender	
11	SCC	33	Offer should be valid for 6 months	
12	SCC	36	EMD of Rs. 1,55,000/- in form of DD drawn in favor of Bharat Oman Refineries Ltd. payable at Bina	
13	SCC	38	Liquidated damages due to delay	
14	GCC	56	Defect liability period is of three years from completion of work in all respects	
15	SCC	40	Contractor has to provide an agreement manufacture's guarantee for a period of 3 years from the completion of work on Rs. 100 stamp paper as mentioned in Annexure IV	

**Annexure IV**

**GUARANTEE BOND FOR PAINTING WORK  
(ANNEXURE – IV TO SPECIAL CONDITIONS OF CONTRACT)  
(On Rs. 100/- non judicial stamp paper)**

Name of the project :

Free Maintenance Guarantee :

Name of the Contractor and address :

Name of the painting agency :

We hereby guarantee that the surface treated by us for painting in the above work for M/s. Bharat Oman Refineries Limited shall remain entirely watertight. However due to any unforeseen defects left out in the work carried out by us at the time of execution of the work, thereby any surface treated by us during the period of 03 years from the Virtual Completion of the work i.e. from \_\_\_\_\_ shall be rectified by us without any extra cost to Bharat Oman Refineries Ltd..

However we shall not be responsible in any way if our work is tampered with or if body of structure is damaged due to sinking, cracking and/or by any other act of God beyond our control.

Signature of the Agency

Signature of the Contractor

Date :

Date :