

IHCL Contractor terms & conditions are the minimum threshold expectations of IHCL from the contractors/vendors for engaging with IHCL. These terms & conditions have been formulated to help prevent non-compliances, accidents and personal injuries. It is not intended to be all-inclusive, but rather a guide for the contractor. It is the responsibility of the contractor to enforce these and all other safety rules and good safety practices. **The contractor shall insist its employees to use necessary safety equipment and perform the required services in such a manner as to eliminate the cause of personal injuries and accidents.**

### 1. General

- 1.1. Contractors must obtain a license under the Contract Labor Regulation and Abolition Act 1970 to provide contract labour at IHCL sites.
- 1.2. All Contractors must have a copy of their Labor License at all times at the site and displayed at allocated locations within the premises. The same needs to be furnished by the contractor at the time of any statutory inspection.
- 1.3. Contractor must provide a declaration at the time of contracting and then abide by it that they do not employ on their rolls or deploy any contract labor below 18 years of age. IHCL has the right to perform a periodic audit to check the age of all contract labor working on its sites.
- 1.4. Every individual who will be deployed by the contractor at any IHCL site must carry a copy of letter on their company letterhead or a valid ID card issued by them to their employees and government-issued identity cards at all times.
- 1.5. IHCL will include the clause for compensating by the contractor for any losses caused by their employees to IHCL employees, products or services.
- 1.6. The Contractor and its employees must comply with all the safety and security norms laid down by IHCL management
- 1.7. IHCL Management reserves the right to inspect all equipment used by the contractor or any of its subcontractors and to prohibit the use of any equipment judged to be unsafe.
- 1.8. IHCL Management reserves the right to stop any job being performed in a manner deemed unsafe by the Safety or Engineering department or any employee or associate.
- 1.9. The Contractor and its employees must be sensitive to hazard spotting and any hazard should be immediately informed to the management. The contractor should also rectify the said hazard if it is a part of its contract deliverable.
- 1.10. The Contractor is obliged to report any accident (Minor/ Major) and near miss to IHCL, Management, without delay.

### 2. Personal Protective Equipment

- 2.1. All contractors' employees must, while on work at IHCL, wear required safety equipment whenever engaged in work requiring personal protective equipment. PPE should be provided by the contractor and as per IHCL Permit to Work process.
- 2.2. Contractors' employees must wear protective helmets when working in areas where there is a possible danger of head injury from impact, falling or flying objects, electrical shock, or burns.
- 2.3. Contractor's employees must use safety belts while working at heights.
- 2.4. Contractor's employees must wear appropriate gloves while handling hazardous chemicals, handling electrical equipment.
- 2.5. Contractor's employees must wear eye protection goggles whenever they are engaged in works like metal grinding, carpentry works etc.
- 2.6. Contractors' employees must wear appropriate masks while performing tasks like, spraying, painting, polishing, and as a protection against dust.
- 2.7. Contractor's employees should ensure that appropriate signage is placed while cleaning the floor, working at heights, OR any signage as applicable to the work carried out.

### 3. Welding and Welding Equipment

- 3.1. Contractor employees must obtain permission from authorized Plant Engineering or Maintenance Department employees of IHCL before welding or cutting.
- 3.2. A shield must be used to protect all persons from the flash of electric welding whenever possible.
- 3.3. A suitable fire extinguisher should be made available at the welding site.

### 4. Ladders

- 4.1. All ladders used shall be in good condition with rubber shoes which are in good repair and preferably with railing. It is not permitted to use a ladder which is shaky and has missing steps OR loose steps.
- 4.2. Contractors WILL NOT be permitted to use makeshift ladders for routine jobs.
- 4.3. It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded. It is prohibited to place ladders on boxes, barrels, or other unstable bases to achieve additional height. When not in use, all ladders shall be safely stored in a designated place.

### 5. Construction

- 5.1. All excavations shall be provided with suitable solid barriers or railings plus adequate warning lights or other devices.
- 5.2. Necessary precautions shall be taken to protect all persons in any area when construction work is being performed overhead or at floor-level. Guards or other adequate protection must be provided whenever holes, inserts, bolts, or other hazards are left in, on, or above the floor.
- 5.3. Overhead construction work must never be done above any person or over any area where people and/or trucks are moving without first obtaining specific permission from IHCL Plant Maintenance Supervisor.
- 5.4. Areas in which construction work is being performed must be kept clean, orderly, and safe. The contractor must remove combustible materials and other debris from the plant property at the end of each working day.
- 5.5. All equipment being used by the contractor such as hand tools, trucks, etc., must be kept in safe operating condition.
- 5.6. Loose materials such as bolts, nuts, or hand tools must not be left lying on beams, ledges, or any place from where they could fall or be knocked off, causing damage or injury. They must be immediately removed to the floor level.
- 5.7. Guards removed while making alterations or repairs on equipment must be replaced before the equipment is returned to production.
- 5.8. Written approval from IHCL Plant Maintenance Department must be obtained before any explosives or tools utilizing a power cartridge can be used on IHCL premises. Contractors assume sole responsibility for bodily injury and property damage caused by use or possession of such explosives or power cartridges.
- 5.9. Any spilled materials, such as grease, oil, paint, etc., shall be immediately cleaned up.
- 5.10. All combustible scrap, debris, and waste materials (e.g., oily rags, etc.) must be stored in covered metal receptacles and removed from the worksite promptly. Proper storage to minimize the risk of fire and spontaneous combustion must be practiced.
- 5.11. Only approved containers and tanks are to be used for the storage and handling of flammable and combustible liquids. All connections on drums and combustible liquid piping, vapor, and liquid must be kept tight. All flammable liquids should be kept in closed containers when not in use.
- 5.12. "No Smoking" signs must be posted on liquefied petroleum gas tanks.

- 5.13. Metallic or conductive dust must be prevented from entering or accumulating on or around electrical enclosures or equipment.
- 5.14. Smoking is expressly prohibited in smoking-restricted areas and any area used for the storage of flammables or combustibles.

### 6. Leaving Job before Completion

- 6.1. When it is necessary to leave a job before completion, all materials, rigging, boards, loose nails, and other debris must be carefully removed from the floor.
- 6.2. There shall not be materials or equipment left overhead or on the roof unless secured in place.
- 6.3. Adequate barricades and warnings must be erected at all openings, excavations, and obstructions.
- 6.4. If a crane is being used, the boom must be lowered to the ground prior to leaving the job.

### 7. Completion

- 7.1. All scaffolding and unused materials shall be removed from trusses, roof, platforms, and floor to a designated place outside of the building as soon as their use is completed.

### 8. Safety, Health & Hygiene Clause

- 8.1. The contractor, through its supervisor or otherwise, will be solely responsible to ensure that the manpower supplied by it will adhere to the safety, health, and hygiene rules and regulations laid by IHCL and other related regulatory agencies. Further, it will be the duty of the contractor to provide the necessary personal protective equipment of at least ISI grade as per IHCL standards, to the manpower deployed by it. Strict action will be taken against the contractor in case of any violation of IHCL's safety, health, and hygiene rules and regulations by its employee. The contractor will also be responsible for the fitness levels of the manpower supplied and will have to submit annual health check-up records for the manpower deployed at hotels / offices. Smoking and chewing tobacco is expressly banned inside IHCL premises. The contractor should also ensure that no manpower will report on duty under the influence of alcohol or any other hallucinating substance.

### IHCL CONTRACTOR TERMS & CONDITIONS ACKNOWLEDGEMENT

The IHCL CONTRACTOR TERMS & CONDITIONS have been read and its conditions are hereby accepted by the undersigned on behalf of the Contractor and its employees, agents, subcontractors, and subcontractor employees and agents.

The undersigned assumes full responsibility to inform its employees, agents, and subcontractors about IHCL CONTRACTOR TERMS & CONDITIONS, and agrees that it will conform and will have all employees, agents, and subcontractors conform with IHCL CONTRACTOR TERMS & CONDITIONS at all times while on the premises controlled by IHCL. It is further understood that any person not conforming to IHCL CONTRACTOR TERMS & CONDITIONS shall not be permitted to perform services on such premises.



## IHCL Contractor Terms & Conditions

It is further understood by the undersigned that compliance with IHCL CONTRACTOR TERMS & CONDITIONS is a continuing requirement and that in consideration of the undersigned accepting any contract to be performed on IHCL premises, the acceptance of and compliance with these conditions shall be automatically continued from job to job and year to year.

Read, understood and accepted the IHCL CONTRACTOR TERMS & CONDITIONS

Name and Signature of vendor:  
(Company stamp)

Date: