

Contractor Fact Sheet

1. Contract No. (to be filled by IEML office)
2. Premises where work is to be carried IEML-Greater Noida.
3. Company – name
4. Address
5. Contact person name
6. Owner name
7. Company estd date
8. Service name _____ Years of Experience _____
9. Do you have same contract with other companies Yes No
(if yes give the detail separately)
10. Have you or any of your associates ever worked previously with IEML directly or indirectly Yes No (if yes give the detail separately)
11. Are you a ISO company Yes No (if yes give the detail separately)
12. Last two year turnover 2006-07.....2007-08.....
13. Do you have any merit certificate Yes No
14. Service Operation Maintenance Both Any others
15. Service is against Both Phase Any other
16. Service includes Tools Manpower Installation Wear & Tear
Commissioning Materials Spare parts & Components Missing Parts
Equipment Uniform Repair work
17. Will you establish inventory of Tools Materials Spare parts & Components
Equipment Repair work (Minor Major)
18. Will you provide Monthly log book & reporting Identity card to man-power.
19. Will you provide Safety material Safety tests
20. Will you work directly or through agency Yes No
21. Any agency commission
22. Contract from dtd _____ to dtd _____
(Contract period should be 30 June of year)
23. Taxes & duties Inclusive Exclusive if yes then specify
24. Will you provide us Performance Advance money guarantee of work
25. Value of firm contract per annum. w/spare parts _____ w/o spare parts
26. Terms of payment Monthly Quarterly Half Yearly Yearly

27. Any advance against contract. (We will prefer pay quarterly basis after end of service of each quarter) Yes No
28. Will you arrange your self free of cost all consumables required for maintenance Yes No
29. Beside contract amount any other requirement Telephone Transport Food Uniform Overtime Any other benefits. (Normally we will not prefer)
30. PF/ ESI ST - will you provide us return with self attested copy before next payment or each month which ever is earlier. Yes No
31. Provision of sufficient stand-bywork force in emergency & fair time Yes No
32. Will you provide us the details of man-power deployment no., position, qualification, experience, photo's (if possible certificate may be enclosed), calendar of schedule with shifts. Yes No
33. Each of your man-power to have name and designation on uniform as designed by IEML Yes No
34. Man-power to be employed is subcontracted or your own. (We will not allow sub-contract) Yes No
35. Kindly use separate sheet for following detail :
- (A) Service detail covering each and every item
 - (B) Manpower detail with shifts and schedule
 - (C) Performance / advance money guarantee of work
 - (D) IEML responsibility if any
36. You have to sign IEML general terms & conditions Yes No
37. No additional charge for standby manpower deployed for fairs/ events Yes No
38. No child labour is allowed.

Contractor signature

Note:

1. Please tick the box which is applicable---cross which is not applicable
2. Use separate detail sheet where ever required
3. PH- I & II is one (use one sheet for one service for whole IEML Area).
4. Our shifts (A) 8 am to 4 pm, (B) 4 am to 12 pm, (C) 12 am to 8 am.
(G) General Shift 9 am to 5 pm