

## Contractor Assessment Request Details

<b>Assessment Type</b>	New
<b>Vendor</b>	
<b>Contractor</b>	Topline Business support
<b>Contractor Location</b>	Bangalore
<b>Contractor Email ID</b>	Topline Business support
<b>Plant Code</b>	1136

## Preliminary Details For Evaluation

<b>Contractor Type</b>	Labour Contractor
<b>Name of Company / Contractor</b>	Topline Business Support Solutions Private Limited
<b>Contact Person Name</b>	Sudhir K G
<b>Contact Number</b>	9742588844
<b>Work Description</b>	Integrated Services
<b>Previous ETL Contracts</b>	No
<b>Existing Clientele</b>	Automotive Axles Limited, S S Sparsh Hospital, Mando Automotive Limited, Ucam Private Limited, MMM Hospital, MSN Laboratories Pvt Ltd
<b>Organizational Chart</b>	
<b>Employees Head Count</b>	1300
<b>Employees Deployed Count at ETL</b>	0
<b>Supervisors Count</b>	70
<b>Is Sub Contractor Nominated ?</b>	No
<b>Sub Contractor</b>	
<b>Contractors Financial Health &amp; Capability (Turnover in INR)</b>	FY2021-22 - Rs. 10.04 Crore
<b>C A Certificate</b>	<a href="#">1184_CACertificate_.pdf</a>
<b>Does your last two years balance sheet shows profit?</b>	Yes
<b>Balance Sheet</b>	<a href="#">1184_BalanceSheet_.pdf</a>
<b>Do you have at least 3 years of experience for carrying out similar activity?</b>	Yes
<b>Experience Certificate</b>	<a href="#">1184_ExperienceCertificate_.pdf</a>

## Section 1 - Mandatory Requirement

Sr.No	Requirement Text	Options	License / Registration No. / Policy No.	Attachment	Valid Till	Score
1	License under the Factory Act.1948 / Contract Labor Act / Shop Act	Complied	31/20/CE/0087/2017	<a href="#">1184_11_section1_.pdf</a>	31.12.2026	5

2	Number of employees authorized to deploy as per license	Complied	45	<a href="#">1184_12_section1_.pdf</a>	31.12.2026	5
3	Is the organization registered for EPF?	Complied	PYKRP1734095000	<a href="#">1184_13_section1_.pdf</a>	31.12.2030	5
4	Is the organization registered for ESIC?	Complied	50000498730000999	<a href="#">1184_14_section1_.pdf</a>	31.12.2030	5
5	Is the organization registered for GSTN?	Complied	29AAGCT4484J1ZQ	<a href="#">1184_15_section1_.pdf</a>	31.12.2030	5
6	Workmen compensation Policy / Group Insurance	Complied	421010/48/23/000632	<a href="#">1184_16_section1_.pdf</a>	17.10.2023	5
7	Are workers working hours complied with the current applicable law in the country?	Complied	Working hours complied with the current law	<a href="#">1184_17_section1_.pdf</a>	31.12.2030	5
8	Are wages paid on the basis of Minimum Wages Act?	Complied	YES	<a href="#">1184_18_section1_.pdf</a>	31.12.2030	5
9	Licensed Electrical Supervisor / Electrician If Applicable (For Electrical Work)	Not Applicable	NA			5
10	Any complaint registered against the contractor in past under Labour laws	Complied	No	<a href="#">1184_20_section1_.pdf</a>	31.12.2030	5

**Total -  
50**

## Section 2 - Safety Performance

Sr.No	Requirement Text	Answer	Details	Attachment	Score
1	No. of Accidents (Medical Treatment) in last 2 years	0	No Accidents in last 2 years	<a href="#">1184_21_section2_.pdf</a>	5
2	No. of Fatalities (Verify from Govt. data / reference check)	0	No Fatalities	<a href="#">1184_22_section2_.pdf</a>	5
3	No. of Lost time injuries as per Factories Act 1948 (Injured person not able to work more than 48 hours from time of accident)	0	No injuries as per Factories Act 1948	<a href="#">1184_23_section2_.pdf</a>	5
4	No. of Fire Incident in last 2 years	0	No fire Incidents in last 2 years	<a href="#">1184_24_section2_.pdf</a>	5
5	Has the organisation been prosecuted for an HSE breach or injury to an employee? Specify nos.	0	Not prosecuted for HSE Breach	<a href="#">1184_25_section2_.pdf</a>	5

**Total -  
25**

## Section 3 - General EHS Systems

Sr.No	Requirement Text	Answer	Details	Attachment	Score
1	HSE Policy (Provide evidence by supplying copies of relevant documents)	Yes	We follow HSE Policy at site	<a href="#">1184_26_section3_.pdf</a>	5
2	Induction and Training (provide relevant documents)	Yes	Yes we do have Induction and Training	<a href="#">1184_27_section3_.pdf</a>	5
3	PPE's maintained in Good Condition	Yes	Yes We do maintain PPEs in Good Condition		5
4	Health monitoring of Employees - Medical Check Up Done for employee's as per Form 7 (date / Fitness Certificate from AFIH doctor)	No	As we are Micro level MSME so we do not have periodic Medical Checkup policy. Medical Check up done as and when required		0
5	Does the organization regularly inspect and maintain hand tools, machinery (cranes, vehicles, hoists/lifting tools, etc.)	Yes	Yes, we do inspect and maintain hand tolls machinery.	<a href="#">1184_30_section3_.pdf</a>	5

**Total -  
20**

## Section 4 - EHS Practices

Sr.No	Requirement Text	Answer	Details	Attachment	Score
1	Is the contract employee aware of Work Permit System / Work Permit Adherence?	Yes	Work Permit is a document or written permit that is used to control certain types of work that could potentially endanger workers.		5
2	Is the organization aware of Method Statement/ Method Statement Adherence?	Yes	A method statement is a step wise statement or method described to perform a certain activity or operation.		5
3	Are the contract employees aware of Emergency Response Procedure?	Yes	Emergency Response procedure is the plan of actions that are to be taken in the event of emergency.		5
4	Has the organization conducted a HIRA study in past / or as a part of current practice?	Not Applicable	Not Applicable		5
5	Does the organization have and follow safe work procedures, documents which define how risks relevant to the contracted activities are managed?	Yes	Yes we do follow safe work procedure		5

**Total -  
25**

## Section 5 - Plant and Equipment

Sr.No	Requirement Text	Answer	Details	Attachment	Score
1	Are the tools and equipment used in good working condition?	Yes	We make sure the tools and equipment used in good working condition		5
2	Do the tools and equipment comply with standards such as ISI Mark / Energy Efficient 5 star rating guidelines?	Yes	We make sure the tools and equipment comply with Standards such as ISI Mark/Energy efficient 5 Star rating guidelines.		5
3	Is the holding handle of equipment in good condition?	Yes	We make sure the holding handle of equipment in good condition.		5
4	Are all plants and equipment compliant with the safety requirements? (including not damaged cables, no loose connections, equipped with 3 pin top)	Yes	All plants and equipment compliant with the safety requirements		5
5	Do contract employees have correct licenses / certificates to operate the plants and equipment?	Yes	We make sure employees hold the required Licenses/certificates to operate the plants and equipment.		5

**Total -  
25**

## Total Score

Section	Score
<b>Section 1</b> Mandatory Requirement	50
<b>Section 2</b> Safety Performance & System Awareness	25
<b>Section 3</b> General EHS Systems	20
<b>Section 4</b> EHS Practices	25

<b>Section 5</b> Plant and Equipment	25
<b>Total Score</b>	<b>145</b>

The overall ranking of pre-qualification is 96 % (Professional)

### Approval Process History

Role	Employee	Request Status	Comments	Updated On
Department Head	401482 - Rahul Suyal	Approved	approve	May 30 2023 11:24AM
EHS	401071 - Tushar Patil	Approved	Ok	May 30 2023 11:41AM
HR	855189 - Pratik Bhoi	Approved	ok	Jun 6 2023 12:27PM
CorporateEHS	400326 - Sunil Sonar	Approved	OK Approved	Jun 8 2023 3:49PM
HeadIR	855987 - Kalyan Pawar	Approved	Approved	Jun 12 2023 10:27AM