

ANNEX B VENDOR SELECTION CHECKLIST

	Vendor Selection Checklist	Ver-00 DD/MM/YYYY
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The checklist lists out the minimum requirements that can be suitably applied to evaluate both small and large contractors. The contractor should furnish sufficient evidence to support their replies. The activities of the sub-contractor include civil works, electro-mechanical works, operation and maintenance across the duration of the construction of the project.

Contractor Details					
Name of Contractor					
Type of service provided					
Total Workforce planned to be deployed					
Site and Duration of Engagement					
No.	Elements be checked	Yes	No	N/A	Reason/ Remarks
1	Does the contractor have all the requisite Labour licenses and permits applicable for the job.				If no, please mention licenses pending or yet to be obtained
2	Does the contractor have any form of penalty, case, litigation or compensation claims pending against the same (Contractor should be asked to provide declaration).				If yes, please provide details.
3	Does the contractor have policy or guideline or any effective systems in place to eliminate unethical labour practices such as child labour, bonded labour or forced labour.				
No.	Elements be checked	Yes	No	N/A	Reason/ Remarks

4	Does the contractor pay minimum wages to the workers in line with the Labour Code of the Republic of Kazakhstan?				
5	Does the contractor provide salary slips to its workforce?				
7	Does the contractor have overtime policy and is it followed?				
8	Does the contractor have valid permits to hire foreign/migrant workers as per the Order of the Deputy Prime Minister - Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 30, 2023 No. 279. Registered in the Ministry of Justice of the Republic of Kazakhstan on June 30, 2023 No. 32977?				
9	Are all foreign/migrant workers registered with the migration police and have received individual tax number?				
10	Does the contractor have established guidelines or procedures for workforce or labour management?				
11	Does the contractor have Health and Safety policy or guidelines to regulate working conditions at Site?				
12	Are the workers trained on job related and general health and safety aspects?				
13	Does the contractor provide requisite PPE to the workforce to carry out work safely?				
14	Does the contractor have designated person (or from workers) responsible for Environment Health and Safety (EHS)?				
15	Do the contractor and workers have previous experience of working on similar site?				
16	Does the contractor have Grievance Redressal Policy?				
17	Does the contractor engage women workers?				
18	Does the contractor provide first aid facility to workers?				
No.	Elements be checked	Yes	No	N/A	Reason/ Remarks

19	Does the contractor provide minimum one day leave in the week to the labourers in accordance with the Labour Code of the Republic of Kazakhstan?				
20	Whether the workers are hired on monthly wages or daily wages				
21	Has the contractor established and implemented monitoring mechanisms? (i.e., does the contractor carry out regular inspections for EHS related parameters including use of correct PPE, housekeeping, work permits, waste disposal using established checklists and the issues noted are successfully closed).				
22	Has the contractor established and implemented Accident-Incident reporting mechanisms?				
23	Has the contractor established mechanisms to manage any sub-contractors expected to be engaged under them?				
24	Does the contractor have any workforce under any existing union or are affiliated to any association?				
25	Does the contractor achieve KTZ's minimum EHS requirements?				
26	If answer to the above question is no; is the contractor willing to follow KTZ's contractor EHS requirements?				
No.	Elements be checked	Yes	No	N/A	Reason/ Remarks

27	Does the contractor at the minimum maintains the following records: 1. Accident incident register 2. Master rolls/ Attendance register 3. Payment Register 4. Overtime Register Details of Age proof of the workers				
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Summary of Key Remarks (if any):

1. 2. 3. 4. 5.

Key Risks Identified (if any):

1. 2. 3. 4. 5.

Decision on Contractor Selection	
Signed by KTZ Project EHS In-Charge	
Title:	
Date:	

The key risks identified for the shortlisted contractors shall be included in the contract agreement signed with KTZ and KTZ will closely monitor the contractor's on-site performance using other Tools like EHS Audit checklist for Construction Phase.