

MAHINDRA TECH PARKS

AT

MAHINDRA WORLDCITY, JAIPUR

TENDER DOCUMENT FOR INTERNAL HARD FINISHING WORKS (BLOCK-B1)

ARCHITECTS



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June, 2010

MAHINDRA WORLD CITY (JAIPUR) LIMITED, JAIPUR

BID FOR **INTERNAL HARD FINISHING WORKS** AT MAHINDRA TECHNOLOGY PARK WITHIN THE IT/ITES SEZ

Bid No : **MWCJL/MTP/B1/T-06**
Date of Issue : **07-06-2010**

Bid Document issued to:

M/s

.....

.....

By

Mahindra World City (Jaipur) Limited
411, Neelkanth Tower#1,
Bhawani Singh Marg, C-Scheme,
Jaipur -302001
Phone No: 0141-4007025
Fax : 0141-4007030

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MAHINDRA WORLD CITY (JAIPUR) LIMITED, JAIPUR

Bid No : **MWCJL/MTP/B1/T-06**

(INTERNAL HARD FINISHING WORKS)

NAME OF WORK : **CONSTRUCTION OF MAHINDRA
TECHNOLOGY PARK AT MAHINDRA
WORLD CITY**

**PERIOD OF ISSUE OF
BIDDING DOCUMENT** : FROM: **7-06-2010 to 8-06-2010**
TIME:-**10:00 HOURS TO 17:00 HOURS**

LAST DATE AND TIME : Date: **17-06-2010 (Hard Copy Submission)**
FOR RECEIPT OF BIDS Time: 15:00 Hrs.

INVITATION FOR BID

(IFB)

MAHINDRA WORLD CITY (JAIPUR) LIMITED, JAIPUR**INVITATIONS FOR BIDS (IFB)****Date: - 07-06-2010****Bid No : MWCJL/MTP/B1/T-06**

1. **MAHINDRA WORLD CITY (JAIPUR) LIMITED** having its Registered office at **411, Neelkanth Tower#1, Bhawani Singh Marg, C-Scheme, Jaipur -302001**, is developing an IT/ITES SEZ and invites item rate Bids for the below mentioned works from the selected Bidders.
2. Hard copies of the document can be obtained from the Architect office at the below mentioned address by paying **Rs. 3000/- in cash** upto **08-06-2010**

M/s Rajinder Kumar Associates
B-6/17 Shopping Center,
Safdarjung Enclave
New Delhi 110029, India
T: (91)11-26179093
F: (91) 11-26186874
3. Bids must be delivered to **Mahindra World City (Jaipur) Limited, 411, Neelkanth Tower#1, Bhawani Singh Marg, C-Scheme, Jaipur -302001**, on or before **15:00 Hours** on **17-06-2010** in Hard Copy. If the office happens to be closed on the date of receipt of the Bids as specified, the Bids will be received on the next working day at the same time and venue.
4. Other details can be seen in the Bidding documents.

TABLE - IFB 1

Sr. No.	Name of work	Bid security / EMD (Rs.)	Cost of document (Rs.)	Period of completion
1	INTERNAL HARD FINISHING WORKS at Mahindra Technology Park Block B1	Rs. 25,000/-	Rs. 3000/-	(04) Four Months

Seal of office

SECTION 1: INSTRUCTIONS TO BIDDERS
(ITB)

Section 1: Instructions to Bidders**Table of Clauses**

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1A. General Instructions

1. Scope of Bid

- 1.1 **Mahindra World City (Jaipur) Limited** ("MWCJL"), (hereinafter referred to as "**Employer**") invite Bids for the **INTERNAL HARD FINISHING WORKS for Mahindra Technology Park Block B1 at Mahindra World City** being developed by it (as defined in these documents and referred to as "**the Works**").

2. One Bid per Bidder

- 2.1 Each Bidder shall submit only one Bid for one Contract.
2.2 Bid documents are not transferable

3. Cost of Bidding

- 3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible and liable for those costs.

4. Site visit

- 4.1 The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the Site (as defined in Clause 1 of GCC) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a Contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense.
4.2 After visiting the site the bidder shall confirm the fact of actual visit of the site to the employer which will be testimony to the fact that in fact site is available for commencing the work.
4.3 The Contractor shall be deemed to have inspected, tested and examined the site and surroundings and to have satisfied himself as to all the conditions, factors and risks which can be reasonably obtained or inferred from the inspections, and examinations that may influence or affect the progress and cost of Contract Works.

1B. Bidding Documents

5. Contents of Bidding Documents

- 5.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with Clause 8 (if any)

Sections	1	Instructions to Bidders
	2	Letter of Acceptance and Agreement form
	3	Conditions of Contract
	4	Forms of Securities
	5.	Special Conditions, Technical Specifications & Bill of Quantities

- 5.2 Qualification of Bidders : To be qualified for award of contract, bidders are required to

- a) Submit a written power of attorney authorising the signatory.
b) Update the following information submitted with the application for qualification.
i) Financial strength.
ii) Works in hand
iii) litigation if any.

6. Clarification of Bidding Documents

Bidders requiring any clarification of the Bidding documents may notify the Employer by e-mail to verma.shiva@mahindraworldcity.com or by Fax only. The Employer will respond to any request for clarification. All such queries shall be made at least three (03) days before date of submission of Bids as per Clause 16.

1C. Preparation of Bids

7. Language of the Bid

7.1 All documents relating to the Bid shall be in the English language.

8. Documents comprising the Bid

8.1 The Bid submitted by the Bidder shall comprise the following:

- a) The Bill of Quantities wherein the Bidder shall fill in the rates; original plus one photocopy duly signed and stamped by the Bidder on each page.
 - b) Specifications, original plus one photocopy duly signed and stamped by the Bidder on each page.
 - c) any other materials required to be completed and submitted by bidders in accordance with these instructions
- The Financial Bid (BOQ) under Sections 5 of Sub-Clause 5.1 shall be filled in without exception.

9. Item Rate Contract

9.1 The Contractor shall note that unless otherwise stated, the Tender is strictly on item rate basis contract.

10. Currencies of BID and payment

10.1 The rates and the prices given are in Indian Rupees.

11. Bid Validity

11.1 Bids shall remain valid for a period not less than 60 (sixty) days after the date for Bid submission specified in Clause 16. A Bid corrected by the Bidder as valid for a shorter period shall be rejected by the Employer as non-responsive.

12. Bid Security

12.1 The Bidder shall furnish as a part of his Bid, a Bid security in the amount as shown in column 3 of the table IFB-1. The Bid security shall be in favour of **Mahindra World City (Jaipur) Limited** in the form of a Demand Draft or Banker's Cheque or Pay order payable at Jaipur.

12.2 The Bid Security of unsuccessful Bidders will be returned within 30 days of the end of the Bid validity period specified in Sub-Clause 11.1.

12.3 The Bid Security of the successful Bidder will be adjusted with Performance Security when the Bidder has signed the Agreement and furnished the required Performance Security.

12.4 The Bid Security may be forfeited

- (a) if the Bidder does not accept the correction of the Bid Price, pursuant to Clause 18; or
- (b) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - (i) sign the Agreement; or
 - (ii) furnish the required Performance Security within 10 days from the date of Letter of Acceptance.

12.5 No interest shall be paid on any Bid security/Performance Security/ or Guarantee in lieu thereof.

13. Format and Signing of Bid

13.1 The Bidder shall prepare the Bid as specified in Clause 8 in two (02) copies.

13.2 The Rate in the original and one duplicate copy of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid where entries or amendments have been made shall be signed by the person or persons signing the Bid.

13.3 The Bid shall contain no alterations or additions or omission or interlocation except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be signed by the person or persons signing the Bid.

14. Salient Points

The Scope of work proposed in this Bid is for the **INTERNAL HARD FINISHING WORKS**:

- 14.1 The Bidder should make himself acquainted with the site conditions, level and any other information required for giving a proper quote.
- 14.2 Bidders requiring any technical clarification should seek it from Employer's office before quoting and any ambiguity regarding quantities/specification and drawings will not be entertained after the Bids are finalised.
- 14.3 The Contractor should make his own arrangement of water and power for construction purposes and make all necessary arrangement. The power for commissioning will however be supplied by Employer.

1D. Submission of Bids

15. Sealing and Marking of Bids

- 15.1 The Bidders are not expected to include any conditions contrary to Bid provisions. However, if it is necessary to include certain conditions, the same should be submitted with proper reasons, in a separate sealed cover. The covers should be suitably super scribed indicating the contents. All letters, enclosures, and Bill of quantities shall be submitted in duplicate. Bidder should clearly indicate on each copy under their full signature, whether it is the Original or duplicate copy.
- 15.2 The Bidder shall submit the original Bid in one sealed envelop marking as "**FINANCIAL BID for INTERNAL HARD FINISHING WORKS for Mahindra Technical Park Block B1**" At **Mahindra World City, Jaipur**". The duplicate copy duly marked should be in separate sealed envelope.
- 15.3 The envelopes shall be addressed to the Employer at the following address:
Mahindra World City (Jaipur) Limited
411, Neelkanth Tower#1,
Bhawani Singh Marg, C-Scheme,
Jaipur -302001
Phone No: 0141-4007025

16. Deadline for Submission of the Bids

- 16.1 Bids must be received by the Employer at the address specified above no later than **15:00** hours on **17-06-2010**. In the event of the specified date for the submission of Bids declared a holiday for the Employer, the Bids will be received up to the appointed time on the next working day.
- 16.2 The Employer may extend the deadline for submission of Bids by issuing an amendment indicating the revised deadline.

1E. Bid Opening and Evaluation

17. Process to Be Confidential

- 17.1 Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a Contract shall not be disclosed to Bidders or any other persons not officially concerned with such process Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of his Bid.
- 17.2 The employer may at its absolute discretion , ask the bidders for any clarification including breakdown of rates, subject to this no bidder shall contact the employer relating to the bid from the time of opening to the time of contract awarded.

18. Correction of Errors

- 18.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
 - (a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
 - (b) Where there is a discrepancy between the unit and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

18.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount the Bid will be rejected.

19. Employer's Right to Accept any Variation

19.1 The Employer reserves the right to accept or reject any variation, deviation from the Bid document, or any alternative offer. Variations, deviations and alternative offers and other factors which are in excess of the requirements of the Bidding documents or otherwise result in unsolicited benefits for the Employer shall not be taken into account in Bid evaluation.

19.2 Acceptance of tender on behalf of employer (Mahindra World City [Jaipur] Ltd) shall be done by the committee empowered in this behalf or by officer of company duly authorised in this behalf.

19.3 It is made clear that the employer is not bound to accept lowest or any tender(bid). The employer reserves the right to reject any or all tenders received for consideration without assigning any reasons and without incurring any liability to affected bidders.

1F. Award of Contract

20. Award Criteria

20.1 The Employer will negotiate with the Bidder whose Bid has been determined to be substantially responsive to the Bidding documents. On completion of negotiations the Employer will award the Contract to the most suitable Bidder.

21. Employer's Right to Accept any Bid and to Reject any or all Bids

21.1 Notwithstanding Clause 20, the Employer reserves the right to accept or reject any Bid or part of the Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Employer's action.

22. Notification of Award and Signing of Agreement

22.1 The Bidders whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

22.2 The Agreement will incorporate all Agreements between the Employer and the successful Bidder. Within 10 days of issue of Letter of Acceptance, the successful Bidder will sign the Agreement and deliver it to the Employer.

22.3 Upon accepting the Performance Security for the Successful Bidder and signing of the Agreement, the Employer shall issue a 'Notice to Proceed' to the Contractor, in which the date of commencement of the Contract shall be indicated.

22.4 Upon furnishing of the Performance Security by the successful Bidder, the Employer will promptly notify the other Bidders that their Bids have been unsuccessful.

23. Performance Security

23.1 Within 10 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security valid till Completion of the Contract in the form of a bank guarantee in Employer's prescribed format for an amount equivalent to 5 % of the Contract price by adjusting Bid Security:

23.2 Failure of the successful Bidder to comply with the requirements of Sub-Clause 23.1 shall constitute a breach of Contract, cause for annulment of the award, forfeiture of the Bid security and any such other remedy the Employer may take under the Contract, and the Employer may resort to awarding the Contract to any other Bidder, on sole discretion of Employer.

24. Corrupt or Fraudulent Practices

24.1 The Employer expects the Bidders, Suppliers, Contractors, and Consultants, observe the highest standard of ethics and integrity during the Bid/ procurement and execution of such Contracts. Therefore, the Employer will reject the Bid/ terminate the contract with no obligations

and blacklist such Bidder / contractor, barring him from participation in future Bidding in the event he found indulged in any malpractice such as gift, bribe, or other inducements to any person with a view to influence the placing or operation of the Contract.

- 24.2 The bidder hereby undertakes that if the information given in bidding documents or otherwise be found to be untrue or false, he will be liable to be disqualified and his security will be forfeited and further it is discovered to be false during the contract period affecting prejudicially the interest of employer, the contract will be terminated and security deposit will be liable to be forfeited.

SECTION-2

LETTER OF ACCEPTANCE AND AGREEMENT FORM

Table of Forms:

- LETTER OF ACCEPTANCE & PROCEED THE WORK
- AGREEMENT FORM

Letter of Acceptance
(letterhead paper of the Employer)

To,
.....
.....

Dear Sirs,

This is to notify that your Bid and subsequent negotiations for the execution of **INTERNAL HARD FINISHING WORKS AT MAHINDRA TECHNOLOGY PARK IN BLOCK B1 WITHIN THE IT/ITES SEZ** for the negotiated Contract Price of Rs..... (Rupees) is hereby accepted by Mahindra World City (Jaipur) Limited.

You are hereby requested to furnish Performance Security Deposit in the prescribed format of the Bank Guarantee attached herewith for an amount of Rs. within ten (10) days, of receipt of this Letter Of Acceptance, valid up to 180 days from the Date Of Intended Completion i.e. any extension thereof and sign the Contract, failing which action as per Sub-Clause 21.1 of Instruction to Bidders shall be taken.

Subsequent to furnishing the requisite security, you are hereby instructed to proceed with the execution of the said works as the site will be handed over to you on __ __2010_ in accordance with the Contract documents. The stipulated date of commencement and stipulated completion dates will be _____ and _____ respectively.

Thank you

Yours faithfully,

Chief Operating Officer
Mahindra World City (Jaipur) Limited
411, Neelkanth Tower#1,
Bhawani Singh Marg, C-Scheme,
Jaipur -302001
Phone No: 0141-4007025

Agreement Form (On stamp paper of Rs 100/-)**Agreement**

This Agreement, made the _____ - 2010, between **Mahindra World City (Jaipur) Limited** (hereinafter called "the Employer") of the one part and

_____ [name and address of Contractor] (hereinafter called "the Contractor") of the other part.

Whereas the Employer is desirous that the Contractor execute **INTERNAL HARD FINISHING WORKS AT MAHINDRA TECHNOLOGY PARK IN BLOCK B1 WITHIN THE IT/ITES SEZ** (Bid No. **MWCJL/MTP/B1/T-06** (hereinafter called "the Works") and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein, at a Contract price of Rs. _____ (Rupees _____)

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying the defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - i) Letter of Acceptance;
 - ii) Contractor's Bid;
 - iii) Contract Data;
 - iv) Conditions of Contract (including Special Conditions of Contract);
 - v) Specifications;
 - vi) Drawings;
 - vii) Bill of Quantities and Rates; and
 - viii) Any other document listed in the Contract Data as forming part of the Contract.

In witness whereof the Parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of

_____ was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said _____

in the presence of:

Binding Signature of Employer _____

Binding Signature of Contractor _____

SECTION 3: CONDITIONS OF CONTRACT

SECTION 3:
CONDITIONS OF CONTRACT : General Conditions

3A. General

1. Definitions

The following terms shall have the meaning hereby assigned to them except where the context otherwise requires:

ARCHITECT / CONSULTANT:

Rajinder Kumar Associates
B-6/17 Shopping Center, Safdarjung Enclave
New Delhi 110029, India
T: (91)11-26162930 / 26162931
F: (91) 11-26186874

Bill of Quantities or BOQ means the priced and completed bill of quantities and rates forming part of the Contract.

The **Contract** is the binding between the Employer and the Contractor to execute, complete and maintain the Works. It consists of the documents listed in Clause 2.2 below.

The **Contractor** shall mean the successful Bidder and their heirs and legal representative, assigns and successors on whom the work order or letter of intent has been issued by the Employer.

The **Contractor's Bid** is the completed Bidding document submitted by the Contractor to the Employer.

The **Contract Price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

Date of Commencement is the date as stated in the Letter to Proceed from the Employer to the Contractor.

Actual Date of Commencement is the date from which the Contractor started his work.

Days are calendar days; **months** are calendar months.

A **Defect** is any part of the Works not completed in accordance with the Contract.

The **Defects Liability Period** is 24 months calculated from the Actual Completion Date

The Employer is the Party who will employ the Contractor to carry out the Works.

Engineer in Charge shall be HEAD (Infrastructure & Development) of the Employer or person nominated by him.

Equipment is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.

The **Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is specified in the Contract Data. The Intended Completion Date may be revised only by the Engineer in Charge by issuing an extension of time.

The **Actual Completion Date** is the date on which the Engineer in Charges shall issue the Completion Certificate as per Clause 28

The **Site Possession Date** shall be the date within seven days from the date of issue of Notice to proceed with the work.

Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works.

Plant is any integral part of the Works which is to have a mechanical, electrical, electronic or chemical or biological function.

The **Site** is located at **Mahindra World City (Jaipur) Limited, PO-Mahindra World City, Tehsil: Sanganer, District: Jaipur - 302037**

Specification means the Specification of the Works referred in the Contract and any modification or addition made or approved by the Engineer in Charge in writing.

Temporary Works are works designed, constructed, installed, and removed by the Contractor which are needed for construction or installation of the Works.

A Variation is a written instruction given by the Engineer in Charge which varies the Works.

The **Works** are what the Contract requires the Contractor to construct, install, and turn over to the Employer, as defined in the Contract Data.

Party and Parties is the Employer and the Contractor individually and the word Parties shall be construed accordingly

Relevant Authority shall mean all Parties which have jurisdiction on the works.

2. Interpretation

2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Engineer in Charge will provide instructions clarifying queries about the Conditions of Contract.

2.2 The documents forming the Contract shall be as follows and their order of priority shall be interpreted in the given order

- (i) Agreement
- (ii) Letter of Acceptance, Notice to proceed with work.
- (iii) Contractor's Bid
- (v) Conditions of Contract including Special Conditions of Contract
- (vi) Bill of Quantities
- (vii) Drawings
- (viii) Specifications
- (ix) any other document listed in the Contract Data as forming part of the Contract.

3. Legal Construction

3.1 Subject to provision of clause, the Work Order shall be in all aspect, construed and operated as Contract under Indian Contract Act 1872, and in accordance with Indian Laws enforce for the time being and is subject to the jurisdiction of the court, Jaipur only.

4. Language and Law

4.1 The language of the Contract shall be English only and the Law governing the Contract shall be Law of Republic Of India and the law which will govern the conduct of the contract and according to which the contract shall be in force in the state of Rajasthan, it will include the exemption granted under various enactments.

5. Communications

5.1 Communications between Parties which are referred to in the conditions are effective only when given in writing. A notice shall be effective only when it is delivered. In the case delivery is refused, it will be deemed to be received if service is effected by postal agency. Any letter, notice and notification under the contract shall be served on the party concerned when received by fax, telex, courier deliver or registered post letter at the following address of contractor or employer.

Address of Contractor :

Address of Employers

Corporate Address

Mahindra World City (Jaipur) Limited

411, Neelkanth Tower#1,
Bhawani Singh Marg, C-Scheme,
Jaipur -302001

Phone No : 0141-4007025

Fax : 0141-4007030

6. Personnel

- 6.1 The Contractor shall submit organisation chart indicating the key personnel to carry out the functions stated in the Schedule or other personnel approved by the Engineer in Charge. The Engineer in Charge will approve any proposed replacement of key personnel only if their qualifications, abilities, and relevant experience are substantially equal to or better than those of the personnel listed in the Schedule.
- 6.2 If the Engineer in Charge or Construction Manager asks the Contractor to remove a person who is a member of the Contractor's staff or his work force the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

7. Insurance and obligation under labour and environment law :

- 7.1 Notwithstanding that the Contractor is to indemnify the Employer and submit the policies in original to the Employer, the Contractor shall take All Risks and Workmen's Compensation insurance policies to cover the whole project as envisaged under the Contract and without limiting the obligations, responsibilities, duties and/or liabilities of the Contractor, the Contractor shall effect at his own costs for others insurance policies deemed necessary in the joint names of the Employer and the Contractor to cover the Contract works as given below:
Insurance requirements are as under:

Sr. No.	Policy for	Insurance cover required
1	All risk insurance for works	By Contractor
2	Loss or damage to Employer's Equipment & material.	By Contractor
3	Other Employers property	By Contractor
4	Personal injury or death insurance: a) Third Party	By Contractor
	b) For Contractor's Employee	By Contractor Contractor should ensure such insurance is in force through out the Contract period (Including defect liability period) and necessary proof to be submitted before the commencement of the project and at least a fortnight before the expiry of current insurance. The Contractor should indemnify and include in the policy the Employer
5	Motor Vehicle Insurance	Comprehensive insurance policy to be taken by contractor as per statutory requirement.
6	Third Party liability insurance (Including the name of Employer)	By Contractor Minimum cover Rs. 10 Lacs.

7	Contractor's Equipments (Including liability arising out of usages of such equipment)	By Contractor.
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8 Possession of the Site

- 8.1 The Employer shall give possession of the Site to the Contractor alongwith the **acceptance letter**.

9 Settlement of Dispute

- 9.1 If any dispute of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity or termination or the execution of the works, whether during the process of works or after completion and whether before or after termination or breach of the Contract, the Parties shall seek to resolve any such dispute or difference by referring the matter to Engineer in Charge. The Engineer in Charge will give its decision within fifteen (15) days of referring the dispute. Either Party if not in Agreement with Engineer in Charge's decision, may within fifteen days of decision by the Engineer in Charge refer to the senior management of the Employer, who will give its decision with thirty (30) days of referring the dispute. Either Party if not in Agreement with senior management decision, may refer to arbitration pursuant to Clause no. 10 of General Conditions of Contract.

10 Procedure for Disputes Resolution

- 10.1 The Arbitration shall be conducted in accordance with the arbitration procedure stated below. The procedure for arbitration will be as follows:
- 10.1.1 In case of dispute or difference arising between the Employer and a Contractor relating to any matter arising out of or connected with this Agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of three (03) arbitrators one each to be appointed by the Employer and the Contractor. The third Arbitrator shall be chosen by the two Arbitrators so appointed by the Parties and shall act as Presiding arbitrator. In case of failure of the two arbitrators appointed by the Parties to reach upon a consensus within a period of thirty (30) days from the appointment of the arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed by the Indian Council of Arbitration/President of the Institution of Engineer (India)/The International Centre for Alternative Dispute Resolution (India).
- 10.1.2 If one of the Parties fails to appoint its arbitrator in pursuance of sub-Clause 10.1.1 above within 30 days after receipt of the notice of the appointment of its arbitrator by the other Party, then the Indian Council of Arbitration/President of the Institution of Engineer (India)/The International Centre for Alternative Dispute Resolution (India), shall appoint the arbitrator. A certified copy of the order of the Indian Council of Arbitration /President of the Institution of Engineer in Charges (India)/The International Centre for Alternative Disputes Resolution (India), making such an appointment shall be furnished to each of the Parties.
- 10.1.3 Arbitration proceedings shall be at Jaipur, Rajasthan, India, and the language of the arbitration proceedings and that of all documents and communications between the Parties shall be English.
- 10.1.4 The decision of the majority of arbitrators shall be final and binding upon both Parties. The cost and expenses of Arbitration proceedings will be paid as determined by the arbitral tribunal. However, the expenses incurred by each Party in connection with the preparation, presentation, etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such Party or on its behalf shall be borne by each Party itself.
- 10.1.5 Without prejudice to the above provision, Where the amount in dispute is Rs.50 lacs and below, the disputes or differences arising shall be referred to the Sole Arbitrator. To be nominated by employer. The arbitration will take place in accordance with the Indian Arbitration and Conciliation Act 1996. The Arbitration shall be at Jaipur. Arbitration may be commenced prior to or after completion of the contract provided that the obligation of the employer and the

contractor shall not be altered by reason of the arbitration being conducted during the progress of the contract.

- 10.1.6 Performance under the Contract shall continue during the arbitration proceedings and subject to the satisfactory performance of the Contractor, payments due to the Contractor by the Employers shall not be withheld, unless they are the subject matter of the arbitration proceedings.

3B. TIME CONTROL

11 Avoidance Of Delay

- 11.1 It is paramount that the Contractor shall constantly plan his work so as to most efficiently utilize all or any available part or parts of the Site, any completed part or parts of another Contractor's works which is to be integrated into the Contract Works (if any), the available drawings and all others matters as are available to him, as well as his own resources in order to avoid or reduce any standstill and down time.
- 11.2 In the event that the Contractor cannot commence or proceed with a particular part of the Contract Works as per the programme furnished to the Employer in accordance with Clause 12.1, for any reason whether attributed to the Contractor or not, the Contractor shall be obliged to reschedule and proceed with other parts of the Contract Works at no costs to the Employer to ensure that the completion date of the Contract Works will be met.
- 11.3 Should the Contractor fall behind any program submitted in accordance with Clause 12.2, due to any act, default, neglect or omission of the Contractor and requires over- time, night work or shift work and /or an increase of man power and/or construction plant to regain the scheduled progress (whether or not instructed by the Employer), the cost of such measures shall be borne by the Contractor.
- 11.4 Within the time stated in the Contract Data, the Contractor shall submit to the Engineer in Charge for approval a Construction Program.
- 11.5 The Engineer in Charge's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Engineer in Charge again at any time. A revised Program is to show the effect of Variations.

12 Extension of the Intended Completion Date

- 12.1 **Time shall be of the essence with respect to the commencement and completion as per the key Contractual dates as mentioned in the Contract Data as Milestones for the execution and completion of the Contract Works as stated.**
- 12.2 The Contractor acknowledges that a high rate of working is required to achieve the Dates for Completion of the Contract Works and Contractor shall be deemed to have allowed for shift working, sufficient plant, labour, floodlighting and any or all other measures to achieve the same.
- 12.3 The Dates of Completion of the Contract Works may be extended by the Employer subject to compliance by the Contractor with Clause 11 (Avoidance of Delay), by such period which reasonably reflects any delay in completion of the Contract Works which, notwithstanding due diligence and taking of all reasonable steps by the Contractor to avoid or reduce the delay as provided for in Clause 11, is caused:-
- a) By the occurrence of an event of Force Majeure;
 - b) By a delay in handing over of the Site or part of the Site by the Employer after the Dates for Commencement of the Contract Works;
 - c) Any variations requested by the Employer;
 - d) By other Contractors carrying out works not forming part of the works to be carried out under the Contract, and employed by the Employer;
 - e) By an instruction to suspend the Contract Works issued by the Employer pursuant to this Contract provided that such suspension is not due to the default of the Contractor; and which affects the Contract Works PROVIDED that such delays are not due to the Contractor. PROVIDED FURTHER THAT if, while the Contractor is continuing works during the period when liquidated and ascertained damages are being deducted, the Employer gives instruction

or matters occur which would entitle the Contractor to an extension of time then the Employer shall assess and give the Contractor an extension of time and so notify the Contractor accordingly.

- 12.4 It shall be a condition precedent that the Contractor shall notify the Employer in writing of any factors and the relevant Contract provision (if any) which entitles Contractor to an extension of time together with a statement of :
- a.) the reason why the delay in completion of the Contract Works is likely to result or has resulted;
 - b.) an estimate of the period by which the Contract Works are likely to be or had been delayed; and
 - c.) details of steps that the Contractor proposes to take to avoid or reduce the delay; within seven (07) days of the commencement or occurrence of any such factor or such extension of this seven (07) days period as the Employer may allow.
- 12.5 The Contractor shall notify The Employer within fourteen (14) days of the cessation of the factors notified to The Employer under Sub-Clause 12.4; to enable any provisions, that the Contractor may require to the proposed extended Date for Completion to be made as quickly as possible and such other particulars as shall be reasonably necessary to enable the Employer to properly consider the revision.
- 12.6 Without prejudice to any other grounds which do not entitle the Contractor to an extension of time, the Contractor shall not be entitled to extensions of time for delays resulting from weather conditions, or discrepancy in the Contract Documents, whether such events affect the Contract Works or not.
- 12.7 Notwithstanding the foregoing, the Employer shall not be obliged to take into account any circumstances that are not notified to The Employer in accordance with the periods referred to in Sub-Clause 12.3 and 12.4.
- 12.8 The Employer shall as soon as is reasonably practical after receipt of the Contractor's notification furnished in accordance with the sub-Clause 11.3 determine and notify the Contractor in writing of any extension of time to which the Employer considers the Contractor is entitled under Sub-Clause 12.4.
- 12.9 The Contractor had agreed NOT TO CLAIM for all costs, loss and /or expense suffered or incurred by reason of any extension of time granted by the Employer in accordance to Sub-Clause 12.4 herein.

13 Force Majeure

- 13.1 Force Majeure shall mean any event beyond the reasonable control of the Employer or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the Party affected, and shall include the following:
- 13.1.1 War, hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war, rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, riot, civil commotion and terrorist acts, confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government authority or act of any local state or national government authority
 - 13.1.2 Strike (other than strike by employees/staff/labour of Contractor or Sub-Contractor), sabotage, embargo, import restriction, epidemics, quarantine and plague.
 - 13.1.3 Earthquake, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or nuclear or other natural disaster

14 Delays Ordered by the Engineer in Charge

- 14.1 The Engineer in Charge may instruct the Contractor to delay the start or progress of any activity within the Works.

3C. QUALITY CONTROL

15 Identifying Defects

- 15.1 The Engineer in Charge / Architect shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Engineer in Charge may instruct the Contractor to search for a Defect and to uncover and test any work that the Engineer in Charge considers may have a Defect.
- 15.2 The Contractor shall permit the Employer's technical auditor to check the Contractor's work and notify the Engineer in Charge and Contractor of any defects that are found..

16 Correction of Defects

- 16.1 The Engineer in Charge shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion and is defined in the Contract Data. Once the defects are notified to the contractor the Defects Liability Period shall extend automatically for as long as Defects remain to be corrected.
- 16.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Engineer in Charge's notice.

17 Uncorrected Defects

- 17.1 If the Contractor has not corrected a Defect within the time specified in the Engineer in Charge's notice, the Engineer in Charge will have the right to engage third party to the defects rectified at risk & cost of the contractor along with overheads. Such amount will be recovered from the Contractor.

3D. COST CONTROL

18 Bill of Quantities

- 18.1 The Bill of Quantities shall contain items for the construction, installation, testing, and commissioning work to be done by the Contractor.
- 18.2 The Bill of Quantity is used to calculate the Contract Price. The Contractor Shall be paid for the actual quantities executed & inspected & duly approved and accepted by the Engineer in Charge and the Contract Price shall be adjusted based on approved actual quantities of the Contract works as described in Bill Of Quantity for each item.
- 18.3 The rates set out in the Bill of Quantity (BOQ) are fixed, firm and shall be inclusive of all costs and expenses as under. No escalation in rate is permitted during the tenure of contract and shall not be subject to variation on any account what so ever.
- 18.3.1 Preliminaries works / costs such as site measurement, supervision, setting out, insurances, water, electricity/power, security/ watch & ward protection of public, working/liaison with consultant engineers, Government and other Relevant Authorities etc.
- 18.3.2 All associated temporary and false works.
- 18.3.3 All tests, sampling, inspection, reports, opening up of works and related works
- 18.3.4 Material, labour, plant, equipment, machinery, tools and all related costs.
- 18.3.5 Shifts works, night works, overtime works, incentives, bonus, related labour employment costs etc.
- 18.3.6 Working with site constraints and conditions.
- 18.3.7 Liaison, including dealing and compliances with requirements, restrictions, etc. of all Relevant Authorities.
- 18.3.8 Overhead cost, profits, etc.
- 18.3.9 Protection and maintaining all Contract works and any thing affected by the Contract works until completion and handing over.
- 18.3.10 Coordination with Development Commissioner Office located within the SEZ for verification etc. for availing benefits of exemptions for works within SEZ
- 18.3.11 Any other costs and / or expenses deemed necessary for the due execution and completion of the works.

- 18.4 This Project is an SEZ. As per Special Economic Zone Act 2005, all the taxes, duties, royalties, levies (except income tax on the profit of the Contractor) are exempted; hence, the quoted rates shall be exclusive of all taxes, duties, royalties, levies, service tax etc. Any tax component, considered shall be indicated separately and shall be admissible only if applicable, proof of payment of such taxes will be required for acceptance of claim in there respect. The Contractor shall put his best efforts to forward the exemptions and benefits granted by the Government he gets from time to time. Employer shall deduct Tax Deduction at Source (TDS) for such taxes at the rates fixed and revised by Relevant Authorities from each payment/bill due to Contractor. Employer shall issue TDS certificate in favour of Contractor for the TDS so recovered. In case employer is not able to avail any tax benefit due to negligence or non compliance of SEZ rule and regulation by contractor then the same will be recovered from contractor.
- 18.4.1 The rates as contained in the BOQ shall include all PF, ESI etc. and all other payment as per the statutory requirements. The Contractor shall produce proof of compliance of such requirement to the Employer and upon submission of such proof only, the Employer shall release periodic payments to the Contractor. In the event that the Contractor fail to produce such proof / paying such payment, Employer shall pay such payment direct (but is not obliged) to the Relevant Authorities and shall recover the same from whatsoever monies due or to become due to the Contractor along with 15% overhead charges.

19 Tax

- 19.1 The rates quoted by the Contractor shall be deemed to be exclusive of taxes which are exempted under **SEZ Act 2005** and separate disclosure of all taxes which are not exempted alongwith basic rate in the bid. In case, any tax is levied inspite of Employer giving all requisite documents to the Contractor and Contractor's best efforts, same shall be paid extra to the Contractor upon Contractor submitting proof of such payments.
- 19.2 INCOME TAX: Deduction of income tax at source will be made by the Employer at the applicable rates which is obligatory as per the provisions of Income Tax Act. It shall be the responsibility of Contractor to arrange and produce a "No Deduction Certificate" from the Income Tax Authorities, if the payment of their invoices are to be made without deduction of Income Tax at source.
- 19.3 If any tax exemptions, concessions, reductions, allowances or privileges may be available to the Employer, the Contractor shall use its best endeavours to enable the Employer to benefit from any such tax savings to the maximum allowable extent.
- 19.4 BASE DATE : Base date for reimbursement of any new enactment in taxes, duties and levies by central or state govt. or any other statutory authorities as applicable to the Contract, shall be seven (7) days prior to the date on which the price bid or revised price bids were stipulated to be received.

20 Retention

- 20.1 Retention Money at the rate of 5 % of the value of work done for each running bill will be deducted until the actual completion of work, up to a maximum of 5% of Contract Price.
- 20.2 Retention money shall be refunded within 30 days after discharge of defect liability period of 12 months.
- 20.3 No retention sum shall be deducted from interim progress payment subject to the submission of an unconditional bank guarantee from a scheduled bank in the Employer's format equivalent to 5% of the Contract Price which would valid up to the Completion of Defect Liability period with 180 days extra claim period.

21 Liquidated Damages

- 21.1 If the contractor fails to complete the works by the date of completion as stated in the Tender or within extended time as per agreed project baseline schedule, the Owner shall withhold a sum calculated at the rate of 1 % of the total contract value per week (or part thereof) of delay as liquidated damages for the period during which the said work shall so remain or have remained in-complete. The owner may deduct such damages from any money's otherwise

payable to the contractor under this contract, up to a maximum of 10 % of the total contract value after which Owner will have right to terminate the contract and claim for compensation from contractor for the financial losses on account of delay of project. The contractor admits that the loss shall always be caused if there is failure on its part.

- 21.2 The delay shall be assessed based on average delay over all due milestones. Reconciliation statement for Project Tracking giving detail of delay, duly verified by Engineer-in-Charge / project manager shall be submitted alongwith monthly running bills.
- 21.3 The Liquidated Damages imposed for not achieving intermediate milestone shall be subjected to refund/adjustment in case of Contractor achieve the final Milestone with the period as stipulated in the Contract.
- 21.4 Time shall be of the essence with respect to the commencement and completion as per the key Contractual dates for the execution and completion of the Contract Works as stated in Contract Data**, and payment or deduction of liquidated damages shall not relieve the Contractor from his obligation to complete the work as per agreed construction program and milestones or from any other of the Contractor's obligations and liabilities under the Contract.

22 Performance Security

The Performance Security in the form of unconditional bank guarantee shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount equal to 5% of Contract Price from a Nationalised or Scheduled bank in the Employer's prescribed format the Performance Security shall be valid until a date 180 days from the date of expiry of Actual Date of Completion.

23 Defect Liability and Cost of Repairs

Loss or damage to the Works or Materials to be incorporated in the Works between the Actual Date of Completion and the end of the Defects Liability Periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions. The Contractor shall be responsible to make good at his own expense any defect which may develop within the period mentioned as Defect Liability Period in the Contract Data. The Employer shall give the Contractor a notice in writing about the defects and the Contractor shall repair the defect within maximum of seven (07) days or fourteen (14) days depending upon whether the defect is minor or major. If the Contractor fails to repair/remove the defect, the Employer may get the work execute from others at Contractor's risk & cost. The Employer shall have the right to appropriate all or part of the Retention Money towards the expense in repairing the defects.

3E. FINISHING THE CONTRACT

24 Completion

- 24.1 After completion of the work, the Contractor will serve a written notice to the Engineer in Charge to this effect. The Engineer in Charge upon receipt of this notice shall conduct a complete joint survey of the work within seven (07) days and prepare a defects list jointly. The defects pointed out by the Engineer in Charge or his nominee would be rectified by the Contractor within fourteen (14) days and thereafter acceptance report be signed jointly by the Contractor, Engineer in Charge and the Employer. And a '**Completion Certificate**' shall be issued to Contractor by Employer.

25 Taking Over

- 25.1 The Employer shall take over the Site and the Works within seven days of the Engineer in Charge issuing a certificate of Completion.

26 As Built Drawings

- 26.1 The Contractor shall supply "As Built" Drawings 3 sets (hard copy) and soft copies in CAD format in CD alongwith Operation & Maintenance Manuals, SOPs and Gurantees by the dates stated in the Contract Data.

- 26.2 Contarctor's rates include the As-built drawings and associated manuals.If the Contractor does not supply the As Built drawings by the dates stated in the Contract Data, or they do not receive the Engineer in Charge's approval, the Engineer in Charge shall withhold the amount stated in the Contract Data from payments due to the Contractor.

27 Termination Of Contract

- 27.1 Due to any default by the Contractor, the Employer shall be entitled to terminate the Contractor's employment under the Contract by giving one (01) week advanced notice in writing by stating the reason. The date after seven (07) days from the date of issuance of the Termination Notice shall hence be defined as "Date of Termination". The Contractor will be paid for all works duly and properly completed up to the Date of Termination but shall not be entitled to anticipated profit or any consequential or indirect loss or damage and shall hold harmless and indemnify the Employer against Contractor's Contractors/suppliers or third parties arising from termination under this Clause.
- 27.2 The Contractor had agreed in the event of delay in progress or non-achievement of the Milestone Dates, The Employer shall reserve the sole discretion right in deploying its own plant and machinery or engaging third party to speed up the Contractor's works and the Contractor's Contract shall be terminated with written notice at any point of time without any compensation or claims to be paid to the Contractor. All additional / extra cost incurred by The Employer shall be charged to the Contractor due to such event.

28 Payment upon Termination

- 28.1 Full payment to Contractor's workers, Contractors, suppliers and third parties engaged by the Contractor for any portion of the Contract works shall be paid in full by the Contractor and thereafter must be removed from site on or before the Date of Termination. If the Contractor failed to make full payment to these workers, Sub Contractors, suppliers and third parties and/or remove them from site on the Date of Termination, then the Employer will carry out such duties on behalf of the Contractor. The Employer will recover all cost incurred due to the performing of such duties on behalf of the Contractor by making deduction from amount/s due to the Contractor or by any other process.

29 Breach Of Contract

The following events shall be fundamental breach of Contract:

- 29.1 The Contractor has contravened any Clause / sub-Clause of the Conditions of Contract.
- 29.2 The Contractor does not adhere to the agreed construction program and agreed environmental management plan and also fails to take satisfactory remedial action as per Agreements.

The Contractor shall carry out all instruction of the Engineer in Charge which comply with the applicable laws where the Site is located if the Contractor fails to carry out the instructions of Engineer in Charge within a reasonable time determined by the Engineer in Charge in accordance with General Condition of Contract Clause 11.

3F Special Conditions of Contract

1. General

The Contractor is advised to note that the following Special Conditions are part of the Contract and he will not have any right to claim at any time for delays or for expenditure incurred by him in fulfilling the following special conditions.

2. Scope of Works

2.1 The Contract Works shall comprise of but not be limited to:-

2.1.1 The scope of work is for the construction of Mahindra Technology Park **INTERNAL HARD FINISHING WORKS** as defined in BOQ

2.1.2 The work to be carried out under the contract shall include all the items given in the Bill of Quantities and such other item as may be instructed by the Employer time to time and shall expect as otherwise specified in these conditions include all labour, materials, tools plant equipment and transport, hoisting, etc. which may be required in preparation and completion of the works.

2.1.3 All the above shall be as per issued relevant drawings, Specifications of IS and other relevant National and International Standard Specifications and good engineering practices, safety measures as required all as per agreed construction methodology in consultation and coordination with and under the inspection of the Employer's personnel / design consultants.

2.2 All the Contract Works shall be executed in full compliance with the Specifications of the Contract and all requirements and always to the satisfaction of the Employer.

2.3 The Contractor acknowledge that he understands the Special Economic Zone (SEZ) rules and regulation as per **SEZ Act 2005** and he further acknowledge that he will abide all the rules and regulations of SEZ Act, laws related to custom duties, notified area and all other related things affecting the Contract works directly or indirectly and shall keep the employer harmless from any violation of the provisions of SEZ Act 2005.

2.4 The Contractor shall resolve local constraints and problems, liaise, seek, and obtain any consent, permit, license, approval, etc. from all Relevant Authorities including paying all fees, charges, levies, etc all at his own cost.

2.5 Clearing all debris and disposing to location approved by Municipal authorities during progress of Contract works and before and after the dates of Completion.

2.6 All temporary works, haul/access roads that are necessary for the proper and due completion of the Contract Works.

3. Milestone dates:

Milestone date shall be as negotiated and agreed at the time of award of contract.

4. Schedule of Works

The Contractor shall submit a work schedule including the commencement date, to reflect the ground realities and indicating the milestones.

5. Measurements

The payable quantity (ies) against the executed work shall be determined on the basis of quantity certified, wherein certification conducted jointly by the Contractor and the Engineer-in-Charge. Work accepted, approved and certified by the Contract Dept. / PM, will only be paid for as specified in Bills of Quantities and payments shall be at the same rates.

6. Running Account Bills

The Contractor has to prepare and submit the Running Account Bills in triplicate once in a month along with details measurements in serially machine numbered register, abstract sheets, deviation statement and any specific instructions which may be given in this regard by the Engineer In-Charge shall also be attached to by the contractor

Running Bill Certification:

- 6.1 The Contractor shall prepare and submit running bill to the Engineer In-Charge once a month throughout the construction period considering that No payment shall be made for works estimated to cost less than rupees 1 (One) Lac.
- 6.2 Within 5 days of the receipt of Contractor's running bill for payment, the Engineer In-Charge / Employer's representative shall check and point out corrections, if any to be made in the bill. The Contractor shall correct the bill and resubmit the same to the Engineer In-charge.
- 6.3 Within 10 days of receipt of the corrected bill from the Contractor, the Engineer In-charge/ Employer representative shall check the bill and forward the same to Manger Contract for verification for certification, who will certify the amount due to Contractor and recommend payment of the amount by the accounts department to the Contractor
- 6.4 Within 6 days of receipt of the bill from Engineer In-Charge, account dept will release the payment along with certificate showing details pertaining to works done, total recoveries and statutory deductions.
- 6.5 Any running / interim Certificate of Payment given by the Infra / Account Dept. relating to work done or the materials delivered shall be adhoc in nature and may be modified or corrected by any subsequent interim Certificate or the Final Certificate of payment.
- 6.6 An interim payment not exceeding 75% of the provisional bill amount may be certified by the Engineer-in-charge. Balance payment shall be made once Engineer-in-charge certifies quantity and item rate. Interim payment can be made within 7 days of engineer-in-charge certificate.

Final Bill payment

- 6.7 The Final Bill shall be submitted by the Contractor within two month of the date of Completion of the Work or if the work is completed earlier, within one month of such completion. The contractor shall give to the employer a detailed account of the total amount which he consider payable to him under the contract..
- 6.8 The final bill will be checked in terms actual measurement at site, quality of works and material supplied / used, approved extra items, by the Engineer In-Charge within **30** days from the date of the bill is received by the Engineer In-Charge, provided the contractor has complied with all formalities as described in various clauses of the Contract and thereafter the same would be forwarded to the next concerned dept.
- 6.9 The payment of the final bill shall be made to the Contractor by the Employer within 15 days from the receipt of the Engineer in-charge approval certificate for payment.
- 6.9.1 No further claim shall be made by the Contractor in respect thereof even after submission of the final bill and the same shall be deemed to have been fully waived and absolutely extinguished.
- 6.10 The final billing shall be accompanied by all substantiating documents as required for running bills with the addition of the following items that shall be supplied by the contractor:
 - 6.10.1 All written guarantees / warrantees and spares required by the Contract documents.
 - 6.10.2 Operation and Maintenance manuals and instructions for equipment and apparatus.
 - 6.10.3 Re producible and blue prints of all requisite As Built drawings along with the soft copy thereof on latest version of AutoCad software.

Certificate for payment format : (may be finalized later with the Engineer In-Charge)

	Value of Work done for Interim Certificate As per Contract	(1)
Less (-)	Deductions :	
	Retention 5% on '1' subject to a maximum of 5% on Contract Value	(a)
	Previous Payments made (Payment made till date including Advance/ Adhoc payments made upto the period of this bill)	(b)
	Deductions (a+b)	(c)
	Deduction on Govt. / Statutory liabilities such as TDS etc.	(d)
	Total Deductions (c+d)	(2)
	Net Value of This Bills (Amount payable)	(1 - 2)

7. Subcontract or Subletting of Works**7.1 Sub-Letting:**

No part of the Contract shall be sublet without the written permission of the Employer nor shall transfers be made by the 'Power of Attorney' authorizing others to carryout the work or receive payment on behalf of the Contractor.

7.2 Sub-Contract:

7.2.1 The Contractor is not permitted to subcontract any part of his works in this Contract without prior approval in writing from the Employer. It may be made clear that under ordinary circumstances, no subcontract shall be permitted.

7.2.2 In any case, whether any part of the works is subcontracted or not; the principal liabilities of the works shall lie with the Contractor.

8. Contract Drawings

8.1 The Engineer in Charge shall give Two sets of Contract Drawings, approved for construction, to the Contractor within 2 weeks from the date of submission.

8.2 The Contractor shall ensure that a complete up to-date list of drawing is maintained at site. All Contract Drawings shall be properly filed and indexed for ready reference.

8.3 The Contractor shall ensure that only the valid up to-date Contract Drawings are used for preparation of Working Drawings.

8.4 The privilege of the authorship and Employership of drawing and designs of the building remains with Engineer in Charge. Drawings and design prepared by their Consultants shall be used only for the purpose specified in the Contract and all drawings issued shall be returned to Engineer in Charge after completion of works.

8.5 The Contractor shall submit shop and fabrication drawings as required by the Engineer- in-Charge.

8.6 Contractor is not authorize to disclose drawings or any part of drawing and photographs of site without written approval from the Employer.

9 Additional Work

Any additional works, instructed during the Contract Period and within the Contract Amount, will be paid as per Bill of Quantity rates and it shall not be considered as a cause for the Contractor to claim for delay, incurred overhead, mobilization etc.

10 Protection of the Works during Contract Period

It is clearly understood that any damage occurring to the Works (completed or under execution) is the Contractors responsibility and no claims will be entertained by the Employer since the matter shall be covered by the relevant Insurances.

11 Discrepancies in alignment

Discrepancies in alignment and levels etc. noticed during construction and/or on completion shall be rectified (including affected works executed by other Contractors) by the Contractor at his own cost and risk, Engineer in Charge's approval does not relieve the Contractor of his responsibilities.

12 Temporary Power and Water Supply

All costs, both for power supply and temporary installations and Power and Water required for construction and labour shall be borne by the Contractor.

13 Site Offices of the Contractor

The successful Bidder is to provide and maintain a site office at a location approved by the Engineer in Charge, within 15 days from the date of issue of Notice to Proceed.

14 Safety on Site

The Contractor shall ensure full compliance of Safety Code. All measures to ensure safety of workers and plant at site shall be taken by the Contractor. The cost of all safety equipments and the cost of full compliance of provisions given in safety code at site would be deemed to be included in various Items of the Bill of Quantities and Rates.

15 As Built Drawings

The Contractor shall prepare As Built Drawings both in hard copy and in digital format. The drawings shall be prepared for any given section of the work as soon as the work for that particular section is completed. Preparation of As Built Drawings shall keep pace with the work and shall not be left over towards the end of the project. Three (03) hard copies and one soft copy of all drawings shall be submitted.

No separate payment will be made for the preparation of As-Built Drawings; Cost of preparation of As Built Drawing is deemed to be included in all other priced bill items.

16 Labour

The Contractor shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport.

The Contractor shall, if required by the Engineer in Charge, deliver to the Engineer in Charge a return in detail, in such form and at such intervals as the Engineer in Charge may prescribe, showing the staff and the numbers of the several classes of labour from time to time employed by the Contractor on the Site and such other information as the Engineer in Charge may require.

The contractor shall make his/their arrangements for the engagement of all labour, skilled and unskilled. No Contractor shall employ any person who is under the age of 18 years.

The Contractor shall, in respect of labour employed by him, comply with or cause to be complied with the provision of various labour laws and rules as applicable to them from time to time in regard to all matters provided therein and shall indemnify the Employer in respect of all claims that may be made against the Employer for non-compliance thereof by the Contractor.

17 Contractor's Other Obligations

- 17.1 All safety training and skill development of Contractor's workers and operators shall be carried out by the Contractor and all costs related to such training shall be borne by the Contractor as required under statutory law.
- 17.2 The Contractor shall obtain all necessary approvals/ permission from the Relevant Authorities including where necessary securing the presence of the Relevant Authorities or their representative to inspect and supervise the operations in connection with the Contract Works. The Contractor shall bear all costs, fees, charges etc so imposed for the attendance of the Relevant Authorities or their representatives.
- 17.3 The Contractor shall be responsible for any damage caused by any work carried out by Contractor to the existing services and utilities whether shown or not shown in the drawings from whatsoever cause arising thereof and shall make good to its original condition at his own costs and expense to the satisfaction of the Employer.
- 17.4 Upon completion of the Contract Works the Contractor shall remove and clear all debris, waste and/or any excess materials, construction plant, and temporary works from the site and shall do all things to clear up the site which shall include any cleaning where instructed by the Employer to other areas affected by the Contract Works. During the Contract period the Contractor shall ensure that the site is kept clean and in proper order and free from rubbish, waste or debris and Contractor shall do all things necessary to prevent any damage to or pollution or the creation of any health or environmental hazard at or around or adjacent to the Site.
- 17.5 The Contractor shall defend (if requested to), save harmless and indemnify the Employer against all claims, demands, interest, penalties, proceedings, damages, loss, costs, charges and expenses arising out of or in connection with any failure, neglect or omission, by the Contractor to perform his obligations under the Contract or any damage to property (including the Contract Works) or injury to person (whether resulting in death or not) caused or contributed by the Contractor and/or his servants or agents or independent Contractors appointed by the Employer to carry out works on behalf of Contractor (whether or not such claims, losses and/or damages have been insured by the Employer). In addition, this indemnity shall include all legal costs incurred by the Employer as a consequence of such claim, demand or proceeding being made.
- 17.6 The Contractor shall, subject to this Contract and other obligations imposed by law, execute the Contract Works and provide all labour, materials, construction equipment and all things necessary and incidental for the Contract Works to the satisfaction of the Employer and / or the Relevant Authorities.
- 17.7 The contractor shall abide by labour laws. It will get itself registered under the provision of contract labours (Registration and abolition) Act'1970 and it will obtain a separate PF code number for payment of PF contribution to Fund. The contractor shall take all necessary precaution against the pollution of drinking water, underground water and for the protection of the environment, tree and vegetation etc.
- 17.8 The Contractor shall bear all payments and other related costs on his own in connection with the execution and completion of additional, rectification, etc, works due to or caused by any act, default, neglect or omission by the Contractor. This shall also include the employment of consulting Engineer in Charges, professional experts and such other personnel as may be necessary for such works.
- 17.9 The Contractor acknowledges that he will not have any objection in re-structuring the Contract with respect to material and labour in order to realize the exemptions and benefits granted by the Government whenever required, and he will pass on such benefits to the Employer.
- 17.10 The Contractor shall indemnify the Employer against all claims in respect of patent rights and any or all other intellectual property rights, and shall defend all actions arising from such claims, and shall himself pay all royalties, license fees, damages, cost of charges of all and every sort that may be legally incurred in respect thereof.

- 17.11 The Contractor shall never disclose, share, publish, and/or make copies of any drawing, specification, methodology or any other information in any manner given to the Contractor during the Contract or after the completion of the Contract without the written permission of Employer.

3G. SAFETY MANUAL

CHAPTER 01

1.0. THE MAIN CONTRACTOR.

1.1. RELATIONSHIP WITH THE CLIENT.

A close relationship and continuous interaction must be maintained with the client by the Construction Manager of the main or managing contractor. The client does have specific safety and health requirements to be observed and co-operation with his contractor, throughout the contract is essential. The prospective main contractors are given information on which to base their tenders and at the Tender Stage; the prospective contractors are expected to understand fully the Scope and Design Intent of these provisions.

1.2. Selection of sub contractors.

Management contractors should select sub or works contractors, using the same criteria of practical safety policy. Again, it must be ensured that the terms of contracts include adequate provision for safe working and for specified safety and health items.

1.3. Planning.

Detailed planning should take the following matters into account

- Know hazardous operations, e.g., use of cranes and site transport, steel erection scaffolding, etc.
- Requirement for plant and equipment to ensure safe working, or ease of handling.
- The sequence of work and its phasing between contractors, to minimise the possibility of one contractor placing another contractor's men at risk. Where appropriate, the segregation of contractors should be considered.
- The need to provide information, instruction and appropriate training, both on general site safety and on hazards specific in the site. The latter could range from restricted zones, permit-to-work systems and lifting operation, to the wearing of safety helmets.
- The need for fire precautions and emergency procedures.
- The need for environmental monitoring and health surveillance.
- Site security and foreseeable risks to the public, including the need for directional and warning signs
- Safe access across the site for persons, vehicles and plant. Thought should be given to arrangements for keeping the site tidy, accommodation for site staff, welfare, first aid and other facilities
- The provision of safe places of work at different stages of the job, including the provision of scaffolding for a number of sub or works contractors.

1.4. Control.

Sub and works contractors should be briefed about the safety policy and site rules of the main contractor at an initial safety meeting. Decisions on all other matters affecting safety and health should be laid down so that the responsibilities of all parties are made clear before contractors start work. Such matters should include.

- Appropriate precautions and work methods for identified hazards or hazardous work.
- Necessary plant and equipment and arrangements for its provision, maintenance use and inspection.
- The question of trade union or other workforce safety representation and the need for a joint safety committee.
- Arrangements for some form of induction training for new-starters on site.
- Arrangements for any specialist training.
- Arrangements for promulgating safety and health information, e.g. on site notice boards.

It is important that such safety and health arrangements are reviewed at the first project meeting, where the site management can set the tone for the conduct of work by resolving, at an early stage, any difficulties which may arise.

1.5 Co-ordination.

The Construction Manager, appointed by the main contractor, must be totally responsible for compliance with health and safety code. He must appoint a Chief Safety Officer and form a Safety Committee along with operatives from sub vendors. This Safety Committee will be Chaired by the Client's representative and sit twice a week and report to the Project Controller. The Construction Manager must take suitable arrangements to ensure the effective co-ordination of the work of all contractors on site. He should ensure that he is kept informed on a day to day basis, of progress and problems which arise. Clear lines of communication should be set up between each contractor and the Safety Officer of the Main Contractor. Operatives must also know whom to contact over safety and health matters requiring action or a decision. Such effective co-ordination will be enhanced by ensuring that 'safety and health' figures prominently on the agenda of regular project meetings. Safety Committee's weekly report must be submitted to the Project Controller in every Project Meeting.

1.6 Monitoring.

Arrangements must be made for safety and health monitoring of the site on a regular basis. This will include, not only ensuring the safety of such items as scaffolding excavations and plant but also environmental matter such as hazardous dust fume noise etc. In all cases, the Construction Manager should ensure that daily site inspections are carried out, by Safety Officer, more in depth inspections being done periodically by visiting safety advisers. It may be necessary for arrangements to be made for specialist occupational health and hygiene advice. The Check List for daily inspection is given in the following Chapters.

1.7 Records.

The main contractor should ensure that all statutory notifications, examinations and inspections are carried out. Except for plant used exclusively by individual contractors, all records should be kept by the Construction Manager.

1.8 Standards.

The following standards shall be followed, unless more onerous provisions have been specified in the Safety Provisions given in this Code.

IS: 3696 (Part I) - 1966 Safety code for scaffolds and ladders: Part I Scaffolds

IS: 3696 (Part II) - 1966 Safety code for scaffolds and ladders: Part II Ladders

IS: 4082-1977- Recommendations on stacking and storage of construction materials at site (first revision)

1.9 Non Compliance of Safety and Health Provisions:

The Compliance of the Safety and Health provisions are of utmost important to the Client. The prospective contractors must note that the client will take a serious view of any non compliance report of Safety Committee. Based on Safety Committee's report, the Client has a right to order stoppage of work till rectification is carried out to the satisfaction of the Safety Committee and all stoppages on this account will be at the entire risk, costs and consequences of the Contractor.

CHAPTER 2.0**2.0 CONTRACTOR'S SAFETY INSPECTION CHECKS LIST.**

Contractor_____ Contract No._____

Project_____

Location_____

Type of Work_____

Date_____ Checked By _____

Sr	ITEM	STATUS	(Inspector) REMARKS
3.0	ACCIDENT PREVENTION ORGANISATION.		
3.1	Trained First Aid Person		
3.2	First Aid Kit.		
3.3	Safety Material Posted.		
3.4	Emergency Phone # Posted.		
4.0	HOUSEKEEPING & SANITATION		
4.1	General neatness of working areas.		
4.2	Regular disposal of waste and trash.		
4.3	Passageways and walkways clear.		
4.4	Adequate lighting		
4.5	Projecting nails removed.		
4.6	Oil and grease removed.		
4.7	Waste containers provided and used.		
4.8	Sanitary facilities adequate and clean.		
4.9	Drinking water tested and approved.		
4.10	Adequate supply of water.		
4.11	Drinking cups, Clean Dispensers.		
5.0	FIRE PREVENTION.		
5.1	Fire extinguishers identified, checked, lighted.		
5.2	Hydrants clear access to public thoroughfare open.		
5.3	Good housekeeping.		
5.4	NO SMOKING posted and enforced where needed.		
6.0	PERSONAL PROTECTION.		
6.1	Hard-hats		
6.2	Noise Level Exposure.		
6.3	Eye Protection.		
6.4	Safety Lines & Belts.		
6.5	Life Jackets.		
7.0	ELECTRICAL INSTALLATION.		
7.1	Adequate well insulated wiring.		
7.2	Fuses & GFI provided.		
7.3	Fire hazards checked.		
7.4	Electrical dangers posted.		
8.0	HAND & POWER TOOLS		
8.1	Tools and cords in good condition.		
8.2	Proper grounding.		
8.3	All mechanical safeguards in use.		
8.4	Tools neatly stored when not in use.		
8.5	Right tool being used for the job at hand.		
8.6	Wiring properly installed.		
8.7	Enough men used to handle material.		
9.0	LADDERS.		
9.1	Stock ladders in good condition.		
9.2	Stock ladders not spliced.		
9.3	Properly secured, top and bottom.		
9.4	Side rails on fixed ladders extend above top landing.		
9.5	Built-up ladders constructed of sound materials.		
9.6	Rungs not over 12 inches on centre.		
9.7	Stepladders fully open when in use.		

- 9.8 Metal ladders not used around electrical hazards.
- 9.9 Proper maintenance and storage.
- 10.0 **SCAFFOLDING.**
- 10.1 All structural members adequate for use.
- 10.2 All connections adequate
- 10.3 Safe tie-in to structure.
- 10.4 Ladders and working areas free of debris, snow, ice, grease.
- 10.5 Proper footings provided.
- 10.6 Passerby protected from falling objects.
- 10.7 Supports plumb, adequate cross bracing provided.
- 10.8 Guard rails and toe boards in place.
- 10.9 Scaffold machines in working order.
- 10.10 Ropes and cables in good condition.
- 11.0 **HOISTS, CRANES & DERRICKS.**
- 11.1 Inspect cables and sheaves.
- 11.2 Check slings and chains, hooks and eyes.
- 11.3 Equipment firmly supported.
- 11.4 Outriggers used if needed.
- 11.5 Power lines inactivated, removed, or at safe distance.
- 11.6 Proper loading for capacity at lifting radius.
- 11.7 All equipment properly lubricated and maintained.
- 11.8 Signalmen where needed.
- 12.0 **MOTOR VEHICLES.**
- 12.1 Brakes, lights, warning devices operative.
- 12.2 Weight limits and load sizes controlled.
- 12.3 Personnel carried in safe manner.
- 13.0 **BARRICADES.**
- 13.1 Floor openings planked over or barricaded.
- 13.2 Roadways and sidewalks effectively protected.
- 13.3 Adequate lighting provided.
- 13.4 Traffic controlled.
- 14.0 **HANDLING & STORAGE OF MATERIALS.**
- 14.1 Neat storage area, clear passageway.
- 14.2 Stacks on firm footings, not too high.
- 14.3 Men picking up loads, correctly.
- 14.4 Materials protected from heat and moisture.
- 14.5 Protection against falling into hoppers and bins.
- 14.6 Dust protection observed.

- 17.0 **MASONRY.**
- 17.1 Proper scaffolding.
- 17.2 Masonry saws properly equipped, dust protection provided.
- 17.3 Safe hoisting equipment.

CHAPTER 3.0

3.0 ACCIDENT PREVENTION ORGANISATION.

3.1 Trained First Aid Person

A contractor shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to his employees if they are injured or become ill at work: and for this purpose a person shall not be suitable unless he has undergone -

- a) Such training and has such qualifications as the Health and Safety Executive may approve for the time being in respect of that case of the class of case, and
- b) Such additional training, if any, as may be appropriate in the circumstances of that case.

In practice, (a) refers to a trained first aider and (b) to an occupational first aider. In addition, a person who holds a current first aid certificate issued by registered medical association or Indian Red Cross Society will be classed as a "Suitable Person" for the purposes of Regulation.

For most sites, the contractor should ensure that at least one first aider is normally present when the number of employees at work is between 50 and 150, there should be at least one additional first aider for every 150 or so should ensure that sufficient first aiders are appointed to provide adequate coverage for each shift. Provisions for medical care must be made available by the contractor for every employee covered by the regulations. In the absence of infirmaries, clinics, or hospitals in proximity to the work site, properly trained and certified first aid personnel must be available, and first aid supplies must be provided by the contractor. Appropriate equipment for transportation of injured personnel to a physician or hospital must be provided for.

3.2. First Aid Kit

Regardless of the number of employees there must be at least one first-aid box on site. Every first aider and occupational first aider should have easy access to first-aid equipment, and provision should be made for every employee to have reasonably rapid access to first aid. Each box should be placed in a clearly identified and readily accessible location, and contain a sufficient quantity of suitable first-aid materials and nothing else. Boxes and kits should be checked frequently to ensure they are fully stocked and all items are in a usable condition. Sufficient quantities of each item should always be available in every first aid box or cabinet.

Sr.No	Item	Numbers of Employees.				
		1-5	6-10	11-50	100	150
1	Guidance Card individually wrapped.	1	1	1	1	1
2.	Sterile adhesive dressings.	10	20	40	40	40
3.	Sterile eye pads with attachment.	1	2	4	6	8
4	Triangular bandages	1	2	4	6	8
5	Sterile coverings for serious wounds (where applicable)	1	2	4	6	8
6	Safety pins.	6	6	12	12	12
7	Medium sized sterile un medicated dressings.	3	6	8	10	12
8	Large sterile un medicated dressings	1	2	4	6	10
9	Extra Large sterile un medicated dressings.	1	2	4	6	8
10	Sterile water or saline in 300 ml disposable containers, where tap water is unavailable.	1	1	3	6	6

The first-aid box or cupboard should protect the contents from dampness and dust and be clearly marked with a white cross on green background.

3.2.1 First - Aid Rooms.

Where there is 250 or more person at work on site, a suitably staffed and equipped first-aid room should be provided. In addition, where there is a large (over 150) number of employees divided into several dispersed working groups, or the location of the site makes access to places of treatment outside it difficult, the contractor should consider whether a centralised first-aid room may be needed.

- A first aid room should:
- a) Be under the charge of an occupational first aider in most circumstances; names and locations of all first aiders should be displayed.
 - b) Be readily available and used only for the rendering of first aid
 - c) Be clearly identified and of sufficient size to allow access for a stretcher, wheelchair, etc. and to hold a couch with space for people to work around it
 - d) Contain in addition to the previously mentioned first aid materials ; a sink with hot and cold running water, drinking water, paper towels, impermeable work surfaces, clean garments for use by first aiders and occupational first aider's clinical thermometer a couch with pillow and blankets frequently cleaned
 - e) Be heated, lighted, ventilated and cleaned regularly
 - f) Be designed so that immediate contact can be made with the person on call, e.g. radio, siren, and a telephone link if feasible. It should be stressed that a sufficient number of first - aid boxes must be provided for any work area which is not within easy reach of the first aid room.

3.3 Emergency Phone # Posted.

Project Name _____ Project No. _____

The following are the business telephone numbers where project key personnel can be reached at all times. In addition, the emergency telephone numbers of other vital agencies are listed:

	BUSINESS	RESIDENCE
CLIENTS PROJECT CONTROLLER		
CHIEF CONSTRUCTION MANAGER		
SAFETY OFFICER (CONTRACTOR).		
OTHER EMERGENCY TELEPHONE NUMBERS		
FIRE		
AMBULANCE		
DOCTOR		
HOSPITAL		
POLICE		
GAS COMPANY		
ELECTRIC COMPANY		
WATER COMPANY		
TELEPHONE COMPANY		
INSURANCE CARRIER		
OTHER		
OTHER		
OTHER		

CHAPTER 4.0**4.0 HOUSEKEEPING & SANITATION**

At the work site, an adequate supply of potable water must be provided, as well as clean drinking water dispensers. Potable water for cleanup must be provided. Where non potable water is used for industrial or fire fighting purposes it must be identified by appropriate signs.

CHAPTER 5.0

5.0 FIRE PREVENTION.

Electrical wiring equipment for heating, light, or power purposes must be installed in compliance with the requirements. Internal combustion engine-powered equipment must be located with exhausts well away from combustible materials. Smoking is to be prohibited in the vicinity of fire hazards, and such areas must be conspicuously posted. Care shall be taken properly to ground nozzles, hoses, or steam lines used in hazardous tankage or vessels.

In location of temporary buildings and yard storage, appropriate care shall be taken for proper separation to preclude an accumulation of fire potential. The contractor is responsible for maintaining the entire area, but particularly storage areas, free from accumulation of unnecessary combustible materials.

Site Fire Check List

1. Are safe ashtrays provided where smoking is permitted?
2. Are heaters properly guarded?
3. Are wet clothes kept clear of heaters?
4. Are portable heaters secure from being knocked over?
5. Is all temporary wiring well supported and protected?
6. Are any circuit's overloads?
7. Are all flammable liquids, gas cylinders and flammable materials separately and properly stored?
8. Are all gas appliances fitted with control taps?
9. Is rubbish being "burned in proper fashion"?
10. Is all flame cutting and welding taking place with proper precautions?
11. Are all blowlamps and blowtorches being used correctly?
12. Do all night watchmen and security patrols know the fire routines?

Preventing the spread of fire

1. Is waste accumulating in hoist shafts, under butts, in odd corners?
2. Are separate metal waste containers supplied for each of the following: oily rags, paint rags, paint scrapings, waste flammable liquids, wood shavings and off cuts?
3. Is all waste regularly cleared?
4. Are all huts safely sited?

Means of escape

1. Are all gangways, stairs and platforms free from obstruction?
2. Does everyone know what to do in emergency?
3. Is fire drill practised, and is there a system to ensure that all persons have evacuated the area?

Fire Fighting

1. Have all extinguishers been checked and / or recharged?
Are they clearly identified and easily accessible? Are operatives trained in their use

CHAPTER 6.0**6.0 PERSONAL PROTECTION.**

Workers are often reluctant to use protection equipment. Such items should not only be suitable for their purpose but also be as comfortable as possible and acceptable to the workers concerned. Only then can efforts to ensure that equipment is worn or used prove successful.

All necessary personal safety equipment as considered adequate by the Engineer-in-charge shall be available for use of persons employed on the site and maintained in a condition suitable for immediate use; and the contractor shall take adequate steps to ensure proper use of equipment by those concerned.

- a) Workers employed on mixing asphaltic materials, cement and lime mortars / concrete shall be provided with protective footwear and protective gloves.
- b) Those engaged in handling any material which is injurious to eyes shall be provided with protective goggles.
- c) Those engaged in welding works shall be provided with welder's protective eye-shields.
- d) Stone workers are employed in sewers and manholes, which are in use, the contractor shall ensure that man-holes cover are opened and manholes are ventilated at least for an hour before workers are allowed to get into them. Manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to public.
- e) The contractor shall not employ men below the age of 18 and women on the work of painting with products containing lead in any form. Whenever men above the age of 18 are employed on the work of lead painting, the following precautions shall be taken :-
 - i) No paint containing lead or lead products shall be used except in the form of paste or ready.
 - ii) Suitable face masks shall be supplied for use by workers when paint is applied in the form of spray or a surface having lead paint dry rubbed and scraped.
 - iii) Overalls shall be supplied by the contractor to workmen and adequate facilities shall be provided to enable working painters to wash during and on cessation of work.

CHAPTER 7.0**7.0 HAND & POWER TOOLS**

Hand and power tools must be maintained in a safe condition, whether furnished by the contractor or by the employee. When power-operated tools are designed to accommodate guards, they must be equipped with appropriate guards when in use. Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains and other moving parts of equipment must be guarded if the parts are exposed to contact by employees.

All hand-held power tools must be equipped with a constant pressure switch that shuts off when the pressure is released. Electric power-operated tools shall be of the approved double insulated type, or grounded in accordance with good electrical practice. Pneumatic power tools must be secured to the hose or whip by positive means. Safety clips or retainers must be maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

Pneumatically driven nails, staplers, and similar equipment provided with automatic fastener feed that operate at more than 100 psi pressure at the tool must have safety devices on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in direct contact with the work surface.

Hoses shall not be used for hoisting or lowering tools, and hoses exceeding ½-in inside diameter must have a safety shutoff at the source of supply to reduce pressure in case of a hose failure.

All fuel-powered tools must be stopped while being refuelled, serviced, or maintained.

Only trained employees may be allowed to operate a powder-actuated tool. Such tools must be tested each day before loading to see that the safety devices are in proper working condition, in accordance with manufacturer's recommended test procedure. Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employee, and hands shall be kept clear of the open barrelled end. Fasteners shall not be driven into very hard or brittle materials such as cast iron, glass block, face brick, hardened steel, or hollow tile. For driving into materials that are easily penetrated, appropriate backing must be available to prevent the pin fastener from passing completely through.

All employees using abrasive wheels must use eye protection, and other tools must be operated using appropriate personal safety equipment.

CHAPTER 8.0**8.0 LADDERS****Use of Ladders and Folding Step-Ladders.**

- This regulation applies to all ladders and pairs of steps but not roof ladders and crawling boards.

Ladders must :

- a) Be fixed near the top if practicable, or near the bottom if not: if suspended they must be secure,
 - b) Be placed (except when suspended) on a firm level base; they must not stand on loose packing (e.g. bricks),
 - c) Be intermediately secured, where necessary, to prevent swaying and sagging, and
 - d) Be supported, or suspended, equally on each stile.
- If a ladder, standing on the ground, cannot be fixed to prevent slipping, then someone must hold it at the base when it is being used.
 - A ladder which is not more than 3 m in length, need not be fixed or footed, provided it is securely placed so as to prevent it from slipping or falling. This exemption does not apply to ladders which are used as a means of communication between one working place and another, or to suspended ladders.
 - Ladder must :
 - a) Extend at least 1.05 m above any landing place beyond the highest rung from which a person may be working, or have a nearby handhold of equivalent height.
 - b) Be placed so that there is space behind each rung for proper foothold (e.g. no rung should coincide with a scaffold tube).

CHAPTER 9.0

9.0 SCAFFOLDING

Collapse of any scaffold or part of a substantial part of the scaffold falling or overturning; also collapse or part collapse of the suspension arrangements of a slung or suspended scaffold, causing the platform or cradle to fall more than 5m.

9.1. Provision of Scaffolds, ETC.

Scaffolds must be provided for all work which cannot be safely done from the ground or part of the building.

Ladders, properly secured, can be used - but only for light work which can be done with one hand.

9.2. Supervision of Work and Inspection of Material.

Scaffolds must be erected, altered, or dismantled only under competent supervision and, as far as possible, by experienced persons. All scaffolding materials must be inspected before use to check that they are up to standard.

9.3. Construction and Material.

Sufficient sound material must be provided for a scaffold to be strong enough and stable enough for the job.

Wherever timber is used for any kind of scaffolding purpose, it must be of the right type for the job, be free from back and must not be painted so that any defects are hidden.

Scaffold tubes and fittings must not be bent, distorted or unduly rusty.

9.4. Defective Material

- Scaffold tubes, couplers or fittings that are bent unduly rusty or distorted should be rejected.

Timber with dangerous splits and knots should always be rejected.

- Ropes and lashings showing signs of chafing through wear, or of being corroded, should be rejected.
- All scaffold components must be properly stored when not in use and kept separately from all other building materials.

9.5. Maintenance of Scaffolds.

Scaffolding must be kept in good order and every effort made to prevent the accidental displacement of any part.

9.6. Partly Erected or Dismantled Scaffolds.

In any scaffold is either partly erected (or partly dismantled), but nevertheless is still capable of being used to some extent, it must have a bold warning notice fixed, or all access blocked off or barred, at the point beyond which it cannot be safely used.

9.7. Standards or Uprights, Ledgers and Putlogs.

- Scaffold standards should be vertical and spaced closely enough for the intended use of the scaffold.
- Base plates must be used. Timber sole plates should also be used to distribute the load from the standard over a wider area, as well as to offset possible local subsidence.
- Ledgers must be level and fixed to standards with right-angle couplers.
- Putlogs and transoms must be firmly fixed to ledgers or standards.

The flattened end of the putlog must be pushed right into the wall to provide maximum support.

- Putlogs and transoms should be spaced according to the expected load and the thickness of the boards to be used in the platform.

In normal use, putlogs and transoms should be spaced so that the spans of scaffold boards should not be greater than:

32 mm boards : 1 m
38 mm boards : 1.50 m
50 mm boards : 4.60 m

9.8. Ladders used in Scaffolds

- Ladders used as uprights must be :
 - a) Strong enough for the load,
 - b) Equally supported on each stile, and
 - c) Secured to prevent slipping.
- Ladders are only to be used to support a scaffold platform when the work is light, e.g. painting.

9.9. Stability of Scaffolds

- All scaffolds must be :
 - a) On a solid, even base; or suspended from a sound structure.
 - b) Braced to prevent failure, and
 - c) Tied to the building or structure unless specially designed to be completely independent.
- Any building or structure which supports a scaffold must be strong enough to carry the scaffold and its load.
- Mobile scaffolds must :
 - a) Be stable, weighted at the base if necessary.
 - b) Be used only on a flat, level surface.
 - c) have the wheels locked to prevent movement whilst being used for work, and
 - d) Be pushed, or pulled only at the base when being moved.
- Scaffolds must not be built on loose bricks, drain pipes, chimney pots, etc. Bricks or blocks can be used to support a platform no higher than 600 mm from the ground or floor.

9.10. Slung Scaffolds

- a) Be strong enough,
 - b) Be properly secured to be overhead anchor-ages and to be platform frame,
 - c) Be spaced so as to keep the platform stable,
 - d) Be vertical, and
 - e) Be kept taut.
- No rope other than wire rope may be used for suspension.
 - Packing must be used to prevent damage to suspension ropes or chains at any point where sharp or rough - edged protrusions could cause chafing.
 - The platform must be secured to prevent swaying whilst in use.

9.11. Cantilever, Jib, Figure and Bracket Scaffolds.

Cantilever or jib scaffolds must be anchored to a structure which is strong enough to carry the total load. Outriggers must be long enough and strong enough and the scaffold must be braced to ensure stability.

Figure or bracket scaffolds supported by dogs or spikes must not be used if there is any danger of these pulling out of the brickwork or stone-work.

9.12. Support for Scaffolds, etc.

No part of the building may be used to support scaffolding unless it is strong enough to do so. Unless gutters have been designed as walkways and are strong enough to bear the weight, they must not be used to support scaffolding or ladders.

9.13 Suspended Scaffolds (Not Power Operated)

- The ropes, winches, blocks and tackle must be strong enough and correctly rigged. A safe anchorage for the suspension must be provided.
- Winches or similar lifting devices must :
 - a) Have brakes which apply when the operating lever is released, and
 - b) Be protected from the weather, falling dirt, etc.
- Outriggers must :
 - a) Be long enough and strong enough,
 - b) Be horizontal (light cradles are excepted),
 - c) Have stops at their outer ends (light cradles excepted)
 - d) Be tied down or properly counterweighted at the tail, and
 - e) Be close enough together to support the rails and scaffolds properly.
- Counterweights Must :
 - a) Be bolted or securely attached to the outriggers, and
 - b) Be at least three times the overturning moment or load.
- Platforms must be hung clear of the building or face of the structure.
- Runways must :
 - a) Be strong enough and in good condition,
 - b) Have stops at each, and
 - c) Be bolted or tied securely to their supports.
- Suspension ropes or chains must :
 - a) Be properly secured, both overhead and to the frame of the platform, and
 - b) Be kept taut.
- Winches must :
 - a) Have at least two full turns of rope on the drum when the platform is in its lowest position, and
 - b) Be marked with the length of rope on the drum.
- Suspended scaffolds and associated equipment must be maintained in good condition. Platforms must be prevented from tipping or swaying whilst in use.
- Steel wire rope must be used for the suspension of all platforms other than lightweight cradles.

Lightweight cradles may be suspended by fibre ropes and pulley blocks which should not be more than 3.20 m apart. (only ropes recommended by manufacturers for this purpose should be used).

- Platforms of suspended scaffold must :
 - a) Be close boarded,
 - b) Be at least 430 mm wide on lightweight cradles.
be at least 600 mm wide on all other types, if used only for workmen, or be at least 800 mm wide, if used for workmen and materials, and
 - c) Never be used to carry another higher platform.

Platforms should be as close as possible to the face of the building, but where persons sit on the edge of the platform to carry out their work, then the distance between platform and building can be up to 300 mm.

9.14. Boatswain's Chairs Cages, Skips etc. (Not Power Operated)

- Hand-operated boatswain's chairs, skips etc. must :
 - a) Be well constructed, strong enough, and properly maintained.
 - b) have outriggers strong enough and firmly anchored,
 - c) Have chains, ropes and lifting gear firmly secured to the outriggers above and to the chair, skip etc. The construction (lifting operations) regulations apply to the lifting gear,
 - d) Be designed so that the occupant cannot fall out,
 - e) Carry no loose materials which could interfere with the safety of the occupant,
 - f) Have means of preventing spinning and tipping (a swivel connection at the suspension point is strongly advised),
 - g) In the case of skips, be at least 910 mm deep, and
 - h) Be under the supervision of a competent person during installation and use.

- A boatswain's chair may only be used as a workplace when the work would not take long enough to make the use of a suspended (or standard) scaffold reasonably practicable.

CHAPTER 10.0**10.0 HOISTS, CRANES & DERRICKS****Safety of Hoist ways. Platforms and Cages.**

- Hoist ways must be enclosed wherever access is provided or wherever persons could be struck by the platform or other moving parts. Gates must be fitted in the enclosure at all landing places and must normally be at least 2m high, but gates 910 mm high are acceptable where persons are not at risk of falling down the hoist-way or coming into contact with moving parts. Gates must be kept closed except for the movement of persons and materials; it is the duty of all persons to see that this is done.
- Hoist platforms and cages must be fitted with a device capable of supporting them, fully loaded, should hoists, ropes or driving gear fail.
- Hoists must be fitted with ver-run stops at the top.

Operation of Hoists.

- Hoists must only be capable of being operated from one position at a time, whether by rope, lever or switch. Hoists must not be operated from the cage.
- Where the hoist driver cannot see the platform or cage during its movement, a signalling system, which covers all landing places, must be used.

Safe working Load and Marking of Hoists.

- A) The platform of materials or goods hoists must carry a notice stating (i) the safe working load and (ii) that passengers must not ride on the platform.
-
- The safe working load must not be exceeded except for test purposes.
- B) Cages for passenger's hoists must carry a notice stating (i) the safe working load and (ii) the number of passengers permitted.
- No greater number of passengers may be carried and the safe working load must not be exceeded except for test purposes.

Cranes & Derricks

Manufacture's recommendations on operating conditions shall be followed by the contractor. Rated load capacities and recommended operating speeds and special hazard warnings or instructions must be conspicuously posted on all equipment visible to the operator while he is at his control station.

A boom angle indicator and a load-indicating device in good working order must be provided for cranes and derricks. Hand signals to crane and derrick operators shall be those prescribed by the applicable ANSI standards for the type of crane in use. Accessible areas within the swing radius of the rear of the rotating superstructure of a crane must be barricaded to prevent an employee from being struck or crushed by the crane.

In operating boom equipment, careful clearance shall be given to electrical distribution and transmission lines. For lines rated 50 kV or below, minimum clearance is 10 ft, whereas for loads rated over 50 kV, minimum clearance shall be 10 ft + 0.4 in per each kV over 50 - or use twice the length of the line insulator, but never less than 10 ft.

For hammerhead tower cranes, adequate clearance must be maintained between the moving and rotating structures and fixed objects to allow the passage of employees without harm. Employees required to perform duties on the horizontal booms of hammerhead tower cranes must be protected against falling by guard rails or by safety belts and lanyards. Overhead and gantry cranes must have the rated load of the crane plainly marked on each side, and if the crane has more than one hoisting unit, each must have its rated load marked on the load block in marking clearly legible from the ground or floor. All operation must be prescribed in ANSI B30.2, "Safety code for Overhead and Gantry Cranes"

Derricks in use must meet the applicable requirements for design, construction, installation, inspection, testing, maintenance, and operation prescribed in ANSI B30.6, "Safety code for Derricks"

CHAPTER 11.0**11.0 MOTOR VEHICLES**

Motor equipment left unattended at night near areas where work is in progress must have appropriate lights, reflectors, or barricades to identify the location of the equipment. A safety tire rack, cage, or equivalent protection must be used when a worker is inflating, mounting, tires installed on split rims or rims equipped with locking rings. Heavy machinery that is suspended or held aloft by the use of slings, hoists, or jacks must be blocked or cribbed to prevent falling or shifting before employees are permitted to work under them. Bulldozer and scraper blades and similar equipment shall be either fully lowered or blocked when being repaired or when not in use. All controls must be in the neutral position and the motor stopped and brakes set, unless work being performed requires otherwise. Parked equipment must be checked and parking brakes set. All cab glass shall be safety glass. All vehicles must have a service brake system, an emergency brake system, and a parking brake system. Vehicles that require additional light shall have at least two headlights, as well as brake lights.

Other standard vehicles equipment such as seat belts, rear-view mirrors, and safety latches on operating levers shall be in accordance with standard vehicle codes, and state-inspected where appropriate.

CHAPTER 12.0**12.0 BARRICADES**

- i) Contractor shall erect and maintain barricades required in connection with his operation to guard or protect.
 - a) Hoisting Areas.
 - b) Areas adjudged hazardous by contractor or Client.
 - c) Owner's existing property subject to damage by Contractor's operations.
- ii) Contractor's employees and those of his subcontractors shall become acquainted with Project Managers barricading practice and shall respect the provisions thereof.

12.1. Guarding of Floor Openings and Floor Holes.

12.1.1 Every temporary floor opening shall have railings, or shall be constantly attended by someone. Every floor hole into which persons can accidentally fall shall be guarded by either:

- a) A railing with toe board on all exposed sides, or
- b) A floor hole cover of adequate strength and it should be hinged in place. When the cover is not in place, the floor hole shall be constantly attended by some one or shall be protected by a removable railing.

12.2. Every stairway floor opening shall be guarded by a railing on all exposed sides, except at entrance to stairway. Every ladder way floor opening or platform shall be guarded by a guard railing with toe board on all exposed sides (except at entrance to opening), with the passage through the railing either provided with a swinging gate or so offset that a person can not walk directly into the opening.

12.3. Guarding of Open-Side Floors and Platform.

Every open-sided floor or platform 120 cm or more above adjacent floor or ground level shall be guarded by a railing (or the equivalent) on all open sides, except where there is entrance to ramp, stair-way, or fixed ladder. The railing shall be provided with a toe board beneath the open sides wherever.

- a) Persons may pass;
- b) There is moving machinery ; or
- c) There is equipment with which falling materials could create a hazard.

CHAPTER 13.0**13.0 HANDLING & STORAGE OF MATERIALS****13.1 Paints Varnishes and Thinners.**

- a) Storage and Stacking - Paints, varnishes, lacquers, thinners and other flammable materials shall be kept in properly sealed or closed containers. The containers shall be kept in a well ventilated location, free from excessive heat, smoke, sparks or flame. The floor of the paint stores shall be made up of 10 cm thick loose sand.

Paint materials in quantities other than required for daily use shall be kept stocked under regular storage place.

Where the paint is likely to deteriorate with age, the manner of storage shall facilitate removal and use of lots in the same order in which they are received.

Temporary electrical wiring / fittings shall not be installed in the paint store. When electric lights, switches or electrical equipment are necessary, they shall be of explosion proof design.

- b) Handling - Ventilation shall be adequate to prevent the accumulation of flammable vapours to hazardous levels of concentration shall be provided in all areas where painting is done.

When painting is done in confined spaces where flammable or explosive vapours may develop, any necessary heat shall be provided through duct work remote from the source of flame.

Sources of ignition, such as open flame and exposed heating elements, shall not be permitted in area or rooms where spray painting is done nor shall smoking be allowed there.

Care should be taken not to use any naked flame inside the paint store. Buckets containing sand shall be kept ready for use in case of fire. Fire extinguishers when required shall be of foam type conforming to accepted standards.

Each workman handling lead based paints shall be issued 1/2 litre milk per day for his personal consumption.

CHAPTER 14.0**14.0 HEALTH STANDARDS****14.1 DRINKING WATER**

- a) In every work place, there shall be provided and maintained at suitable places, easily accessible to labour, a sufficient supply of cold water fit for drinking.
- b) Where drinking water is obtained from an intermittent public water supply, each work place shall be provided with storage where such drinking water shall be stored.
- c) Every water supply or storage shall be at a distance of not less than 50 feet from any latrine drain or any other source of pollution.

14.2 WASHING FACILITIES

- a) In every work place adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.
- b) Separate and adequate cleaning facilities shall be provided for the use of male and female workers.
- c) Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

14.3 LATRINES AND URINALS

- a) Latrines shall be provided in every work place on the following scale namely:-
 - i) Where female are employed there shall be at least one latrine for every 25 females.
 - ii) Where males are employed, there shall be at least one latrine for every 25 males.

Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for 25 males or females as the case may be upto first 100, and one for every 50 thereafter.

- b) Every latrine shall be under cover and so partitioned off as to secure privacy and shall have proper door and fastenings.
- c) Construction of latrines: The inside walls shall be constructed of masonry or some suitable heat-resisting non-absorbent materials and shall be cement washed inside and outside at least once a year , latrines shall not be of standard lower than borehole system.
- d)
 - i) Where workers of both sexes are employed, there shall be displayed out side each block of latrine and urinal, a notice in the language understood by the majority of the workers " For Men only " or " For Women only " as the case may be.
 - ii) The notice shall also bear the figure of man or woman, as the case may be.
- e) There shall be at least one urinal for male workers upto 50 and for female workers upto 50 employed at a time, provided that where the number of male or female workers, as the case may be exceeds 500 , it shall be sufficient if there is one urinal for every 50 males or females upto the first 500 and one for every 100 or part thereafter.
- f)
 - i) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.
 - ii) Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of Public Health Authorities.
- g) Water shall be provided by means of tap or otherwise so as to conveniently accessible in or near the latrines and urinals.
- h) Disposal of excreta: Unless otherwise arranged by the local sanitary authority, arrangements for proper disposal of excreta by incineration at the work place shall be made by means of a suitable incinerator. Alternately excreta may be disposed off by putting a layer of night soil at the bottom of a pucca tank prepared for the purpose and covering it with 15 cm layer of waste or refuse and then covering it with a layer of earth for a fortnight (when it will turn to manure).

- i) The contractor shall at his own expense , carry out all instructions issued to him by the Engineer-in-charge to effect proper disposal of night soil and other conservancy work in respect of the contractor's workmen or employees of the site. The contractor shall be responsible for payment of any charges which may be levied by the municipal or cantonment authority for execution of such on behalf.

14.4 PROVISION OF SHELTER DURING REST

At every place there shall be provided , free of cost , four suitable sheds , two for meals and other two for rest separately for the use of men and women labour . The height of each shelter shall not be less than 3m from the floor level to the lowest part of the shed roof. These shall be kept clean and the space provided shall be on the basis of 0.6sq.m per head.

Provided that the Engineer-in-charge may permit subject to his satisfaction , a portion of building under construction or other alternative accommodation to be used for the purpose.

14.5 CRÈCHES

- i) At every work place , at which 20 or more women workers are ordinarily employed , there shall be provided two rooms of reasonable dimensions for the use of their children under at the age of six years . One room shall be used as a play room for the children and the other as their bedroom.
- ii) The rooms shall be provided with suitable and sufficient openings for light and ventilation. There shall be adequate provision of sweepers to keep the places clean.
- iii) The contractor shall supply adequate number of toys and games in playroom and sufficient number of cots and bedding in the bed room.
- iv) The contractor shall provide one aya to look after the children in the crèche when the number of women workers does not exceed 50 and two when the number of women workers exceeds 50.
- v) The use of the rooms earmarked as crèches shall be restricted to children, their attendants and mothers of the children.

14.6 CANTEENS

- i) In every work place where the work regarding the employment of contract labour is likely to continue for six months and where in contract labour numbering 100 or more are ordinarily employed , an adequate canteen shall be provided by the contractor for the use of such labour .
- ii) The canteen shall be maintained by the contractor in an efficient manner.
- iii) The canteen shall consist of at least a dining hall, kitchen, storeroom, pantry and washing places separately for workers and utensils.
- iv) The canteen shall be sufficiently at all times when any person has access to it.
- v) The floor shall be made of smooth and impervious materials and inside walls shall be lime washed or colour washed at least once a year .The inside walls of the kitchen shall be lime washed every four months.
- vi) The premises of the canteen shall be maintained in a clean and sanitary condition.
- vii) Suitable arrangements shall be made for the collection of disposal of garbage.
- viii) Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause nuisance.
- ix) The dining hall shall accommodate at a time 30 percent of the contract labour working at a time.
- x) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall not be less than one sq.m per diner to be accommodated as prescribed in sub-rule (ix).
- xi)
 - a)
 - 1. There shall be provided and maintained sufficient utensils crockery, furniture and any other equipment necessary for efficient running of canteen.
 - 2. The furniture utensils and other equipment shall be maintained in a clean and hygienic condition.
 - b)
 - 1. Suitable clean clothes for the employees serving in the canteen shall be provided and maintained.
 - 2. A service counter, if provided, shall have top of smooth and impervious material.
 - 3. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.
- xii) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number.

- xiii) Sufficient tables stools or benches shall be available for the number of diners to be accommodated as prescribed in sub rule (ix).
- xiv) The food stuff and other items to be served in the canteen shall be in conformity with the normal habits of the contract labour .
- xv) The charges for food stuffs, beverages and other items served in the canteen shall be based on "No profit No loss" and shall be conspicuously displayed in the canteen.
- xvi) In arriving at the price of foodstuffs, and other article served in the canteen , the following items shall not be taken into consideration as expenditure namely :-
 - a) The rent of land and building.
 - b) The depreciation and maintenance charges for the building and equipment provided for the canteen.
 - c) The purchase, repairs and replacement of equipment including furniture , crockery, cutlery and utensils.
 - d) The water charges and other charges incurred for lighting and ventilation.
 - e) The interest and amounts spent on the provision and maintenance of equipment provided for the canteen.
- xvii) The accounts pertaining to the canteen shall be audited once every 12 months by registered accountants and auditors.

14.7 ANTI-MALARIAL PRECAUTIONS

The contractor shall at his own expense, conform to all anti-malarial instructions given to him by Engineer-in-charge including the filling up of any borrow pits which may have been dug by him.

CHAPTER 15.0

15.0 RECORD OF FIRST AID TREATMENT.

Project Data: _____

Project:

Location:

Injured Data:

Name:

Employer:

Employer's Supervisor:

Injury Data:

Date:

Time:

Description of Injury:

First Aid Treatment:

Treatment administered by:

Type of treatment administered:

Referred for Medical Treatment:

_____ No

_____ Yes.

Doctor _____

Hospital _____

Report Prepared By: _____

Date: _____

Treatment Received By: _____

Date: _____

CHAPTER 16.0

16.0 DAMAGE REPORT FORM

Contract _____

Plant and equipment affected. _____

Serial numbers or identifying marks _____

Owner of plant or equipment _____

Place, date and time of incident _____

Circumstances of incident _____

Details of damage _____

Names of operators involved (if not Company employers, also give details of such contractors concerned) _____

Were normal working methods used ? _____

Contributory causes of incident _____

Names of witness _____

(attach statements) _____

Preventative action proposed or taken _____

Signature of Site Agent or Manager _____

Date _____.

CHAPTER 17.0**17.0 PERSONNEL ACCIDENT REPORT FORM.**

Division / Dept (if applicable) _____

Contractor _____

Full name and address of injured person (IP) _____

Occupation of IP _____ Age of IP _____

Employed (state if self - employed or under training) _____

Trade of sub contractor (where applicable) _____

Particulars of accident:

Date and time of accident _____

Exact place where accident happened. _____

What was IP doing at time of accident? _____

Did IP cease work? _____

First air or hospital treatment. _____

Time lost (state if IP is still off work) _____

Brief description of accident, giving dimensions where applicable _____

Details of tools, equipment plant or machinery. _____

What protective clothing / equipment was being worn / used by IP? _____

Nature of injury and part of the body injured. e.g. punctured foot, hand, broken leg. _____

Contributory factors:

Unsafe system of work YES/NO _____

Lack of training, supervision etc. YES/NO _____

Environmental Conditions (wind, rain, ice, etc.) YES/NO _____

State of equipment (faulty brakes, damaged lifting gear, etc.) YES/NO _____

Housekeeping (untidy access, nails in timber. etc) YES/NO _____

Other _____

Delete as appropriate and give details.

Names and address of witness _____

If reportable:

Date and time Safety Officer informed by Telephone _____

Preventative action taken or proposed _____

Signature of Site Agent or Manager _____

Date _____

SECTION 4: FORMS OF SECURITIES

Forms of Securities

Acceptable forms of securities are annexed. Bidders should not complete the Performance and Advance Payment Security forms at this time. Only the successful Bidder will be required to provide Performance and Advance Payment Securities in accordance with one of the forms, or in a similar form acceptable to the Employer.

Annex A: Performance Bank Guarantee

Annex B: Bank Guarantee for Advance Payment

ANNEXURE –A**PERFORMANCE GUARANTEE**

This Guarantee of guarantee (hereinafter referred to as “**Guarantee**”) made this date by Bank (Bank Name)....., a scheduled bank with its head office at (address)..... (hereinafter referred to as the “**Bank**”) of the first part in favour of M/s. Mahindra World City (Jaipur) Limited, a company incorporated under Companies Act, 1956 and having its office at **411, Neelkanth Tower#1, Bhawani Singh Marg, C-Scheme, Jaipur -302001** (hereinafter referred to as “**Employer**” which expression shall, unless repugnant to the meaning and context here to, include its affiliates, successors and assigns) of the other part.

WHEREAS:

- A. M/s. Mahindra World City (Jaipur) Limited is developing a special economic zone at Jaipur called “Mahindra World City, Jaipur” (hereinafter referred to as “**SEZ**”);
- B. On the assurance of M/s -----having its office at ----- (hereinafter referred to “**Contractor**”) that they are having the necessary infrastructure and capacity to undertake construction of ----- package at the SEZ to the quality, specifications and time frame as per the terms and conditions stipulated by MWCJ, MWCJ and Contractor have entered into a contract ref: **MWCJL/MTP/B1/T-06** dated ____ day ____ Month ____ Year (hereinafter referred to as “**Contract**” which expression shall include any agreed amendments or modifications thereto) to execute the work within the SEZ in accordance with the terms and conditions of such Contract;
- C. Contractor has, by its acceptance to enter into the Contract with MWCJ has agreed to furnish a bank guarantee to MWCJ to ensure timely and satisfactory performance and completion of the work as per terms of the Contract;
- D. The Bank has, at the request of the Contractor, agreed to grant in favour of MWCJ, a guarantee to secure performance by Contractor of its obligations under the said works contract.

NOW THIS GUARANTEE WITNESSES AS FOLLOWS:

1. The Bank hereby unconditionally, unequivocally and irrevocably guarantee to MWCJ and agrees and undertakes that if in the sole and unfettered opinion of MWCJ, Contractor has failed to perform its obligations under the said Contract and any amendments or modifications thereto, the Bank shall upon demand of MWCJ forthwith pay to MWCJ, without demur, contestation or dispute, without reference to Contractor, the amount set forth in certificate by MWCJ as the amount of loss / claim / damage / cost / expense arising or likely to arise out of breach or non fulfilment of the said Contract. Any such certificate or demand by MWCJ on the Bank, shall be conclusive as regards the amount due and payable by the Bank to MWCJ under this Guarantee, notwithstanding any dispute between Contractor and MWCJ as to the liability for or quantum of loss / damage / claim / costs / expenses and notwithstanding any notice by Contractor to the Bank withhold or not to pay any amount to MWCJ against this Guarantee either before or after invoking of this Guarantee by MWCJ Provided always the total liability of the Bank hereunder shall be limited to Rs. (.....) (Rupees.....).
2. This Guarantee of the Bank shall be effective immediately from the date hereof and shall be in force for till a certificate is issued by MWCJ to the Bank in accordance with Clause 4 of this Guarantee or the claim expiry date of this guarantee whichever is earlier. If a demand is served, before the claim expiry date, this Guarantee shall continue in full force and effect (notwithstanding the validity date) in respect of the amount so demanded until the obligation of the Bank in respect hereof is finally determined and the payment made to MWCJ.

3. The Bank agrees that MWCJ has the fullest liberty, without affecting in any manner the Bank's obligations hereunder, to vary any of the terms and conditions of the said Contract, to extend the time of performance by the Contractor from time to time and to forbear from enforcing any of the terms of the said Contract without any notice to or the consent of the Bank and the Bank shall not be released from its liability under this Guarantee by reason of any such variation or extension or forbearance being granted to Contractor. The Bank agrees that MWCJ has no obligation whatsoever to exercise its rights against collateral, if any, of Contractor but may immediately call on this Guarantee.
4. This Guarantee herein contained shall remain in valid and effect till MWCJ certify that the terms and conditions of the said Contract have been fully and properly carried out and that the Contractor has fulfilled all its obligations under the Contract and that MWCJ has no claim against the Contractor on any account against the said Contract or the expiry date whichever is earlier.
5. Only neglect or forbearance, on the part of MWCJ, in the enforcement of the payment of any money, the payment whereof is intended to be hereby secured or the giving of the time for the payment hereto shall in no way relieve the Bank of their liability under this Guarantee.
6. The Bank shall not revoke this Guarantee during its currency except with the previous consent in writing of MWCJ.
7. Any notice or communication under this Guarantee shall be in writing and shall be served on the Bank at its address first hereinbefore mentioned and to MWCJ at its address first hereinbefore mentioned. Either party may notify to the other in writing any change in such address for service of notice upon it. The notices shall be served personally against acknowledgement or by Registered Post
8. This Guarantee shall not be affected by any change in the constitution of the Bank or of Contractor or of MWCJ.
9. This Guarantee shall be governed by the applicable laws of India.
10. The expression "The Bank" and the Contractor hereinbefore used shall include their respective successors and permitted assigns.

Notwithstanding anything contained herein above in the Bank Guarantee.

- 1- Our liability under this Bank Guarantee shall not exceed Rs. _____/-
- 2- This Bank Guarantee shall be valid up to _____
- 3- We shall be liable to pay any amount under this Bank Guarantee or part thereof only if we received (if your serve upon us) a written claim or demand under this Guarantee up to _____ at _____ Bank Ltd., _____(Address)

ANNEXURE –XXXX**DRAFT FOR ADVANCE BANK GUARANTEE****Bank Guarantee Bond (RE : Mobilization Advance)**

This Bond (hereinafter referred to as “**Guarantee**”) made this (date)..... by Bank (Bank Name)....., a scheduled bank with its head office at (address)..... (hereinafter referred to as the “**Guarantor**”) of the first part in favour of M/s. Mahindra World City (Jaipur) Limited, a company incorporated under Companies Act, 1956 and having its office at **411, Neelkanth Tower#1, Bhawani Singh Marg, C-Scheme, Jaipur -302001** (hereinafter referred to as “**Employer**” which expression shall, unless repugnant to the meaning and context here to, include its affiliates, successors and assigns) of the other part.

WHEREAS:

- A. M/s. Mahindra World City (Jaipur) Limited is developing a special economic zone at Jaipur called “Mahindra World City, Jaipur” (hereinafter referred to as “**SEZ**”);
- B. On the assurance of M/s -----having its registered office at ----- (hereinafter referred to “**Contractor**”) that they are having the necessary infrastructure and capacity to undertake construction of ----- package at the SEZ to the quality, specifications and time frame as per the terms and conditions stipulated by EMPLOYER, EMPLOYER and Contractor have entered into a contract Ref. No. _____ dated _____ (hereinafter referred to as “**Contract**” which expression shall include any agreed amendments or modifications thereto) to execute the work_____ (work specification) within the SEZ in accordance with the terms and conditions of such Contract;
- C. And whereas Employer has agreed to pay the said Contractor a sum of Rs._____ (Rupees _____) as Mobilisation Advance as per terms and conditions of the above said Contract, that the said Contractor shall submit in favour of your company and an unconditional and irrevocable Bank Guarantee for an equal amount valid till completion period i.e _____.(Date)
- D. The said Contractor has agreed to refund to the Company the balance unrecovered sum in the event of the said Contract Agreement being terminated or coming to an end for whatsoever reason,
- E. We the Guarantor, at the request of the Contractor, agreed to Guarantee in favour of EMPLOYER, a guarantee to advance payment made by EMPLOYER to the Contractor.

NOW THIS GUARANTEE WITNESSES AS FOLLOWS:

1. The Bank hereby unconditionally, unequivocally and irrevocably guarantee to EMPLOYER and agrees and undertakes that if in the sole and unfettered opinion of EMPLOYER, Contractor has failed to pay the amount equivalent to Rs. -----given as advance by EMPLOYER to the Contractor (hereinafter referred to as “**Advance**”)with in the time stipulated in the Contract, the Bank shall upon demand of EMPLOYER forthwith pay to EMPLOYER, without demur, contestation or dispute, without reference to Contractor, amount equivalent to Advance. Any such certificate or demand by EMPLOYER on the Bank, shall be conclusive as regards the amount due and payable by the Bank to EMPLOYER under this Guarantee, notwithstanding any dispute between Contractor and EMPLOYER as to the liability for or quantum of loss / damage / claim / costs / expenses and notwithstanding any notice by Contractor to the Bank withhold or not to pay any amount to EMPLOYER against this Guarantee

either before or after invoking of this Guarantee by EMPLOYER Provided always the total liability of the Bank hereunder shall be limited to Rs. (.....) (Rupees.....).

2. This Guarantee of the Bank shall be effective immediately from the date hereof and shall be in force for till a certificate is issued by EMPLOYER to the Bank in accordance with Clause 5 of this Guarantee unless a claim or demand in writing is served upon the Bank by EMPLOYER. If a demand is so served, this Guarantee shall continue in full force and effect (notwithstanding the expiration date) in respect of the amount so demanded until the obligation of the Bank in respect hereof is finally determined and the payment made to EMPLOYER.
3. The Bank agrees that EMPLOYER has the fullest liberty, without affecting in any manner the Bank's obligations hereunder, to vary any of the terms and conditions of the said Contract, to extend the time of performance by the Contractor from time to time and to forbear from enforcing any of the terms of the said Contract without any notice to or the consent of the Bank and the Bank shall not be released from its liability under this Guarantee by reason of any such variation or extension or forbearance being granted to Contractor. The Bank agrees that EMPLOYER has no obligation whatsoever to exercise its rights against collateral, if any, of Contractor but may immediately call on this Guarantee.
4. The Bank agrees that EMPLOYER has the fullest liberty, without affecting in any manner the Bank's obligation hereunder, to assign this guarantee in favour of any EMPLOYER affiliate company in India without the consent of but with prior intimation to, the Bank, and the Bank shall not be released from its liability under this Guarantee by reason of any such assignment. The Bank shall forthwith, on receipt of such intimation; undertake necessary endorsements or amendments hereto to incorporate the assignment in favour of such EMPLOYER affiliate assignee.
5. This Guarantee herein contained shall remain in force and effect till EMPLOYER certify that the Contractor has dully paid the Advance back to EMPLOYER. The Bank shall be released of its liabilities and obligations under this Guarantee only after such a certificate as aforesaid is issued by EMPLOYER to the Bank.
 - i) The Bank shall not revoke this Guarantee during its currency except with the previous consent in writing of EMPLOYER.
 - ii) Only neglect or forbearance, on the part of EMPLOYER, in the enforcement of the payment of any money, the payment whereof is intended to be hereby secured or the giving of the time for the payment hereto shall in no way relieve the Bank of their liability under this Guarantee.
6. Any notice or communication under this Guarantee shall be in writing and shall be served on the Bank at its address first hereinbefore mentioned and to EMPLOYER at its address first hereinbefore mentioned. Either party may notify to the other in writing any change in such address for service of notice upon it. The notices shall be served personally against acknowledgement or by Registered Post / Fax / Telex.
7. The Bank hereby agrees that their liability hereunder shall not be discharged or released or altered or impaired in any manner by ay change in the constitution structure or our Bank or by merger or amalgamation by our Bank with any other Bank, Company, Corporation or Body.
8. The Bank hereby agrees that their liability hereunder shall not be discharged or released or altered or impaired in any manner by ay change in the constitution structure or powers of the said, Contractor or of the Employer.
9. This Guarantee shall be governed by the applicable laws of India.

- 10. The expression "The Bank" and the Contractor hereinbefore used shall include their respective successors and permitted assigns.

Notwithstanding anything contained herein

We the Bank _____ (Name) _____ (Address) _____ hereby irrevocably and unconditionally undertake to pay your company, by Banker's Cheque / Demand Draft favouring **Mahindra World City (Jaipur) Ltd., payable at Jaipur** on First Demand without protest or demur or proof or condition any and all amount demanded by your Company in writing, with reference to the guarantee and that the liability of the _____ (Bank Name), under this guarantee is restricted to Rs. _____ (amount in figures) _____ (Amount in words). Our guarantee shall remain in force until _____ (date) Unless a claim in writing is presented to us during the validity period of this Guarantee and / or during a further grace period of _____ (extended period) thereafter upon expiry of the said validity,

- 11. IN WITNESS WHEREOF..... FOR AND ON BEHALF OF THE BANK HAS SIGNED THIS GUARANTEE ON THE DAY AND THE YEAR FIRST ABOVE WRITTEN.

12. ()

13. WITNESSES :

1-

2-

**SECTION 5:
TECHNICAL SPECIFICATIONS
BILL OF QUANTITIES**

I. TECHNICAL SPECIFICATIONS

PREAMBLE TO SPECIFICATIONS

The conditions of contract and the drawings shall be read in conjunction with the specifications and matters referred to, shown or described in one are not necessarily repeated in the other. These specifications are comprehensive and may exceed the requirements of this project. Any ambiguity between the General Specifications, the Bill of Quantities and contract drawings, shall be referred to the Architect for clarification before the date fixed for delivery of Tenders. Any ambiguity may be referred to the Architect after signing of the contract and Architect shall give a ruling, which shall prevail. No claim for additional cost due to above, however, will be entertained.

Notwithstanding the sub-division of the specification into various headings, every part of it is to be deemed supplementary to every other part and is to be read with it, so far as it may be practicable so to do, or when the context so admits.

In this contract, reference is made to the Indian Standards and these references shall be deemed to include the latest editions or issue of standards, specifications or bye-Law including all revisions upto the date of invitation of Tenders. The contractor shall ensure that all materials and workmanship in so far as they apply to this contract shall comply in every specification or any other equivalent or specification approved by the Architect.

The Contractor shall keep at site copies of all relevant standards and codes of practice referred in these specifications throughout the period of contract. These shall be the latest editions and shall include all revisions/ addendum thereof.

Approved Manufacturers: Names of approved manufacturers are given in the specifications.

Reference in the specifications to approved manufacturers shall be construed as establishing a standard of quality and not as limiting competition.

The Contractor shall include in his prices for supplying the items or materials from the approved manufacturers listed or equal and approved.

All items or materials shall be delivered to the site in the manufacturers original unopened containers with the manufacturers brand and name clearly marked on.

All items or materials shall be assembled, mixed, fixed, applied or otherwise incorporated in the works in accordance with the printed instructions of the manufacturer of the item or materials.

1.0 GENERAL**1.1 Scope**

This specification applies to the Fixed Interior works to be executed by the Contractor. It is to be read in conjunction with and subject to the general conditions of contract and in conjunction with the drawings, the schedule of rates and such other documents as may from time to time be agreed upon as comprising part of this contract. Where these specifications are not clear, CPWD specifications shall be followed.

1.2 Clearing

The contractor shall clear the site of all rubbish, remove all debris only after consultation with the Architect.

1.3 Cleaning up and handing over

After the fixtures, equipment and appliances have been installed and commissioned, Contractor shall clean-up the same and remove all plaster, paints, stains, stickers and other foreign matters or discolorations leaving the same in a ready to use conditions.

On completion of all works, contractor shall demolish all stores, remove all surplus materials and leave the site in a broom lean condition, failing which the same shall be done by the Project Manager at the Contractor's risk and cost. Cost of the clean-up shall be deducted from the contractor's bills on pro-rata basis in proportion to his contract value.

On completion of the work, contractor shall submit the following documents

- a) Written guarantees and certificates.
- b) Maintenance manuals and Keys.

1.4 Samples

The contractor shall submit to the Architect samples of all materials for approval and no work shall commence before such samples are duly approved. Samples of veneer, wood, stainless steel sheet/ bars, fabric, paints, finished hardware and plywood etc. and every other work requiring samples in the opinion of the Architects, shall be supplied to the Architects, and these samples will be retained as standards of materials and workmanship. The cost of the samples shall be borne by the contractor.

Throughout this specification, types of material may be specified by manufacturers' name in order to establish standard of quality, price and performance and not for the purpose of limiting competition. Unless specifically stated otherwise, the tenderers may assume the price of 'approved equivalent' except that the burden is upon the contractor to prove such equality, in writing.

The Contractor for the material approvals, within one week of the order to commence shall submit a detailed programme. The detailed programme shall include but not limited to:

Date/s of submitting the various materials samples.

Date/s by which the Architects' approval is required.

Date/s of placing orders on the Manufacturers/Suppliers.

Date/s of arrival of the approved material/s on to the site.

Date/s of the completion of the 'Mock-ups', wherever required, and the Date/s by which the Architects' inspection of such 'Mock-ups' should be completed and the Date/s by which the Architect should fully approve the said Mock-ups.

1.5 Tests

All materials and methods of tests shall conform to the latest rules, regulation and/or specifications of the following authorities where specified herein as applicable. Bureau of Indian Standards (BIS), British Standards Code of Practice (BS) in case no equivalent BIS is available. The Architects will have the option to have any of the materials tested and if the test results show that the materials do not conform to the specifications, such materials shall be rejected. A reasonable number of representative tests will be deemed to be included in the rates tendered.

1.6 Rates

The item rates quoted in schedule of quantities are deemed to be included to execute the works in strict accordance with the relevant specifications read in conjunction with the appropriate Standard Specifications.

1.7 Mode of Measurements

All measurements will be taken in accordance with IS 1200 latest issue unless otherwise specified.

2.0 Carpentry and Joinery (Wood Work)**2.1 Timber**

All timber shall be of the kind and of first class quality as described and indicated on drawings and schedules. It shall be uniform in texture, free from large, loose head or cluster knots, veneer, injurious open shakes, bore holes, rot, decay discoloration, soft or spongy spots, hollow pockets, pit and all other defects and blemishes. The sizes shown or described are to be taken as net sizes when finished.

Delivery and Storage

All timber delivered to the site shall be stored above ground in such a manner as to provide proper drainage, ventilation and protection from the weather and shall be stored in the proper manner according to each material type.

2.2 Seasoning

All timber shall be fully seasoned, if necessary, in kilns, and the contractor shall produce satisfactory proof of the same.

The moisture content of timber during manufacture, delivery to site, storage, site working, assembly installation, shall not exceed 12% for internal work and 16% for external work with Tolerance of average moisture content of all the samples in a given lot +/- 2 % and moisture content of individual sample +/-3% of the maximum permissible moisture content as per CPWD specifications.. The timber shall remain stable, free from expansion or contraction or any other movements, when fixed in position. The timber shall be free from drying defects and shrinkage.

2.3 Rough carpentry**Material**

All framing and other concealed wood members shall be of sound wood or approved specials and shall be seasoned. All surfaces in contact with masonry or concrete, and in general, all surfaces hidden from view, shall be treated with two coats of approved wood preservative paint.

Workmanship

All carpenters' work shall be done by skilled workmen, with the longest nails that may be used without splitting the wood. In general top nailing and cross nailing shall be used. Wherever it is necessary, or an, adequate joint can not be formed by nailing, the members shall be lapped or jointed by GI straps or extra wood blocks. All jointing and nailing shall be done with neatness, specially in exposed positions. Joints and nailing shall be approved by the Architect/Project Manager and done according to his direction when required. Cross bracing, solid blocking and bracing shall be provided according to best practice.

2.4 Joinery

Materials

Finished woodwork and joinery including doors shall be with straight grained specified wood of approved quality, unless noted otherwise. Wood shall be free from knots, and other blemishes and imperfections. All finished wood for joinery shall be seasoned as prescribed before. All joinery work shall be securely mortised and tanoned and glued with best quality synthetic waterproof glue equivalent of FEVICOL or as approved. All sections and dimensions shall be as shown on drawings. For all joinery work, nails shall not be permitted, and only wood screws of appropriate sizes shall be used. Wherever practicable, means of fastening the various parts together shall be concealed.

Installation

Doors and cabinetwork shall be installed in position only after the plaster in the section for, which it is intended, is sufficiently dry.

All interior and exterior doors, cabinetwork and other fixed wooden equipment shall be fixed plumb and true. Wherever possible, the joints shall be bevelled. All exterior angles shall be mitred. Adjoining interior wood members shall match and harmonize. All woodwork in contact with masonry shall be painted with approved bitumen paint before placing in position. All concealed wood members shall be treated with two coats of fire retardant and anti-termite coating (Viper or as approved make) before placing in position.

2.5 Measurements

The Contractor shall be fully responsible for accuracy of all measurements and shall verify all dimensions given on the drawings, and shall make such site measurements as are necessary to complete the work properly.

2.6 Doors and Windows

Doors and windows and ventilator frames shall be made of first quality seasoned timber specified under the head of timber for doors and window frames, and as shown on the drawing or as directed by the Architect/Project Manager. These shall be properly framed mortised together, and set solidly in the masonry with MS holdfasts. Holdfasts will be 300 x 40 mm and 5 mm flat painted with red oxide paint fixed to the jamb and embedded in masonry with PCC 1:2:4. Windows 1000mm high will have minimum of 6 number holdfasts. Each hold fast will be fixed to the frame with 3 Nos. of 50mm long galvanized iron screws. In case the frames are to be fixed to RCC members, suitable rawl plugs shall be used as directed by the Architect/ Project Manager.

2.7 Flush Doors

All flush door shall be solid core as specified. It shall conform to the relevant specifications to IS: 2202, 1999 and shall be obtained from ISI approved manufacturers. The finished thickness of the shutter shall be as mentioned in the items. Face veneers shall be of the pattern and colour approved by the Architect / Project Managers and an approved sample shall be deposited with the Architect/Project Managers for reference. The solid core shall be wood laminate prepared from battens of well-seasoned and treated good quality wood having straight grains.

2.8 Plywood

Plywood shall be best quality closed grained suitable for veneering, painting or bonded with plastic laminate. It shall be resin bonded and of waterproof and boil proof (WBP) brand. Exposed edges shall be finished with an edge strip of solid teakwood.

2.9 Chipboard

Wood chipboard shall be particleboard made from wood particles bonded with a synthetic resin (Phenol Formaldehyde). Chipboards shall not be used externally or in damp surroundings. Only approved brand by the Architect/Project Manager shall be used in the works.

2.10 Veneers

Type: As specified in the Item Specifications.

- a) Wood species, grain and color shall be as specified and match samples held by the Architect / Project Manager and which have been approved for use:
- b) Provide Particle Board Core, medium density fiber board, or Architectural Specialty Grade hardwood plywood as a substrate for face veneers as scheduled laminated using hot press application. Pre-selection and acceptance of veneer flitches by Project Manager/ Architect shall be required.
- c) Provide solid wood edge treatment of species to match face veneer. Thickness of plywood shall be as shown, or as approved on final shop drawings. Use balancing grades of the same veneer on the back and all edges of all wood cores.
- d) Face veneers for all veneered woodwork for transparent finish shall be from flitches selected for grain, figure, and color by the Superintendent. Sapwood, mineral streaks and other discoloration, worm holes, ruptured grain, loose texture, doze or shakes shall not be permitted.
- e) Veneer Width: All joint as shall be equal in all panels. Panels shall be modular.
- f) Defects: Pitch marks, defective eyes, deteriorated wood and other visual defects shall be removed by hand and patched to match the face veneer. Visible patches to the "eye" will not be allowed. All patches shall be of the quality work performed in the approve samples.
- g) Matching: Veneers shall be modular books matched. Each panel shall consist of no more than 2 or 4 sheets of veneer per panel. Book matching shall be center balanced as determined by Project Manager/ Architect. Panels may be ends matched where available flitch lengths necessitate, as approved.

2.11 Plastic Laminate

Plastic decorative laminate sheeting shall be of the brand, catalogues number and indicated or approved. Plastic laminate shall be fire retardant to class I of BS : 476 or ISI code where specified.

Plastic laminates shall be veneered to mounting surface with an approved adhesive, used in strict accordance with the manufacturer's instruction. Rubber based adhesives shall not be used. Sheeting shall not be applied to timber with moisture content of more than 15 or at a temperature of less than 15DC (60D.F). The sheeting shall be applied only to close-grained plywoods such as Fir plywood. Edges not faced with laminate, as at field joints, shall be machined and sealed. Butt joint of laminates shall be minimised by using longest available lengths where required and all butt joints shall be perfectly flushed and sealed. Grain direction of wood grain laminated sheeting shall be as follows unless otherwise required by the Architect / Project Manager.

2.12 MDF (Medium Density Fibre Board)

For Interior Works MDF of approved make/ manufacturer shall be of only EXTERIOR GRADE AS per IS 12406 -1988. It is to be contained that MDF shall be invariably used in place of Ply / Boards .so specified in the specifications of either same thickness or of higher thickness. Wherever feasible the minimum thickness of MDF to be used shall be 8mm. Wood screws are not to be used for MDF and only fully threaded parallel shank screws shall be used after drilling pilot holes. Veneering /lamination to the MDF surface shall be done by exterior grade adhesive only. Polyurethane primers shall be used for sealing the edges and painting the rear side. For specifications of various applications the MANUFACTURER USERS MANUAL shall be followed.

2.13 Adhesives

The adhesives used for all woodwork and MDF shall be FEVICOL / Jivanjor of appropriate Grade. Manufacturer's recommendations shall be followed for adhesive other than above required for any specified / specialized work.

Joinery

Joinery shall be carried out strictly in accordance with the drawings, Where joints are not specifically indicated recognized forms of joints should be used. Joinery shall conform to IS Standards.

Panels shall be rendered flame retardant and to conform to local fire regulations.

The Contractor shall submit samples of all materials including samples of veneer for approval.

All materials pre-fabricated, delivered and assembled shall be in accordance with the approved sample.

The Contractor shall be responsible for protecting all items of woodwork done by him. The contractor shall replace at his own expense any damaged work caused through lack of adequate protection or care in installation or handling.

- 2.14 Drywall partition which includes single/ double layer of tapered edge 12.5mm thick Gypboard (Conforming to IS: 2095 – 1982 & 2542 – 1981) screw fixed with 25 mm drywall screws for first layer and 35mm for second layer at 300mm centers to either side of 48mm studs (0.55mm thick having one flange of 34mm and another flange of 36mm, made of GI steel) placed at 610 center to center in 50mm floor and ceiling channel (0.55mm thick having equal flanges of 32mm made of GI steel) with joints staggered on each layer to avoid “through joints”. Finally square and tapered edges of the boards are to be jointed and finished so as to have a flush look which includes filling and finishing with jointing compound, joint paper tape and two coats of drywall top coat suitable for Gypboard (as per recommended practices of India Gypsum or equivalent).

2.15 **Melamine Finish**

Timber works shall be finished by the application of two coats acid catalised clear lacquer (melamine) wherever it is indicated in the drawing/specified. The finish shall be a stain, semi-gloss finish and shall be carried out as follows: -

- a) The base shall be sand papered to the desired finish and coated with a colour tings to give it shade. This shade shall be sealed with a coat of spirit finish.
- b) After the base, first coat of lacquer shall be applied evenly by a soft cloth or by spray to give an even coat to the veneer surface.
- c) After the first coat has fully dried, the lacquered surface shall be rubbed down in the direction of the veneer grain with very fine glass paper and left completely smooth and clean before the second coat is applied.
- d) When the second coat of lacquer is fully dry, the surface shall be rubbed down in the direction of veneer grain with very fine wire dipped in a petroleum-based wax to give lubrication.
- e) Twenty four hours after completion of this process the lacquered veneer surface shall be finished by burnishing with a soft cloth to an approved finish.

2.16 **Polyurethane Based Transparent Coatings**

Timber works shall be finished by the application of two component clear polyurethane for coating application. The two component Acrylic Polyol and Aliphatic Isocynate clear lacquer is mixed in proportion 10:1 by weight or 12:1 by volume. Wherever it is indicated in the drawing/specified. The finish shall be a stain, semi-gloss finish and shall be carried out as follows : -

- a) The base shall be sand papered to the desired finish and coated with a colour tings to give it shade. This shade shall be sealed with a coat of spirit finish.
- b) After the base, first coat of lacquer (PU coating) shall be applied evenly by a soft bristle brush or by spray to give an even coat to the veneer surface.
- d) After the first coat has become tack free, applying second coat / finish coat using the same method of application.

The acrylic polyurethane and aliphatic isocynate shall have to be CBRI approved product.

3.0 Glass and Glazing

3.1 Glazing

The contractor shall furnish all labour, material and equipment required completing the installation of all glass and related items. A glass shall be of the type, quality, and substance specified in the schedule of quantities. The contractor shall cut glass sizes by field measurements or dimensions of the approved shop drawings. The responsibility for correct glass sizes shall rest with the contractor. No cracked, chipped or disfigured glass shall accepted, and the contractor shall replace all breakages or faulty installation without extra cost.

The glass shall be set in wood or metal glazing straps and metal sash with elastic glazing and compound. The glass shall be beaded first and so installed as to achieve a completely watertight result. The opaque glass, where called for, shall be set with the smooth surface outside. At the completion of the work all glass shall be thoroughly cleaned of paint and other marks removed. No cracked, chipped or disfigured glass shall be accepted, and the contractor shall replace all breakage or faulty installation without extra cost to the owner before acceptance of fitout.

All vision glasses shall be float glass of specified thickness. The edges shall be bevelled as indicated in drawings and shall be done at approved source.

The Etching wherever specified in drawings, shall be done at approved sources as per full-scale drawing approved by Architect / Project Manger. The etched panel shall be chemically washed /treated as per specialist specifications to have a permanent dust free surface.

The Contractor shall be responsible for protecting all mirrors and glasses fixed by him and shall replace at his own expense any broken or damaged mirror / glass caused through lack of adequate protection or care in installation or handling.

3.2 Tempered / Toughened Glass:

Tempered /Toughened glass shall be examined by the glass manufacturer to detect and discard any glass which exceed the following tolerance: 1.5mm bow in 600mm; 3mm bow in 1500mm; 6mm bow in 3000mm; 9 mm bow in 4500mm. Where the strengthening process results in essentially parallel ripples or waves, the deviation from flatness at any peak shall not exceed 0.13mm, and the difference between adjacent peaks shall not exceed 0.13mm. Where bow tolerance and wave tolerance differ, the stricter requirements shall govern. Direction of ripples shall be consistent and in conformance with architectural design.

Following test shall be also carried out by the contractor at his own cost as per following provisions.

Thickness	Impact Strength	Fragmentation	Surface Compression	Bending Strength
IS-2835-1987	IS-2553-PART-I	IS-2553-PART-I	ASTM C-1048-90	DIN 1249-PART - 12

3.3 Float Glass

Glass that gives distorted reflections will not be accepted. Reflections due to pressure, paints poor manufacturing process, uneven thickness or poor storage are some of the reasons for distortion. All clear float glass quality should conform to BS – 952 and ASTM C 1036 – 90.

3.4 Mirrors

Mirrors shall be fabricated from best clear plate or float glass of approved quality in imported variety and shall match the International Standards. All fixed panel mirrors shall be +/- 0.30mm tolerance. The edges of mirrors shall be polished and bevelled and mitred as per I.S. specifications wherever, it's indicated in the drawing.

4.0 Hardware

The contractor shall procure all the hardware as specified in the schedule. The rate shall include for making mechanical chases to receive the hardware, and also the cost of approved screws,

nails, clamps etc. The fixing shall be done in the best workmanship like manner and in accordance with that employed for fixing hardware. Any damage to the joinery or the hardware shall be made good at no extra cost to the Institute.

5.0 **False Ceiling**

The false ceiling comprises of Gyp-board, Armstrong. The Gyp board false ceiling is to be in different shapes. Such as Vaults, Coffers, cove's and Plain in unison with Armstrong Ceiling. The technical assistance and guidance is to be taken from manufacturers and work has to be done according to the manufacturer's specifications and manuals. A sample of each finish shall be got approved before proceeding for bulk production. GI framing shall be erected as per recommendation of the manufacturer specification and approval of the Project Manager. The work shall be executed through the contractor recommend by the manufacturer.

False ceiling work shall be carried out in accordance with the actual site conditions at different /split-levels. Any sagging, unlevelled stretch of work shall be redone /replaced and made good, at no extra charge, to the satisfaction of Project Manager. No compensation shall be paid on account of provision /coverage of openings for lighting fixtures, air-conditioning ducts and the likes as detailed in drawings and /or directed.

Armstrong Ceiling (Acoustical Tile) System **Suspension system (Frame work)**

The Suspension system shall be Armstrong Silhouette 15 XL hot dipped galvanized grid made with galvanized steel flanges exposed faces shall be powder coated color white and incorporating a 6mm central recess in white color. The main runners shall be 15mm x44mm x 8mm section with double stitching cross runners of size 15mm x 44mm x 8mm and main runner 3600mm long and the cross runners shall be 1200 and 600mm long to have mitred ends and "birdsmouth" notches to provide mitred crucifixion junction and perimeter section shall be shadowmolding wall angle in colour white to be secured to walls at 450mm max. centres. The frame work shall be suspended with stress free 4mm GI wire properly anchored to structural member above. The last hanger at the end of main runner should not be greater than 600mm from the adjacent wall.

Ceiling Tiles (Panels)

The Ceiling tiles shall be mineral fibre acoustical tiles of Armstrong **Prime Dune Premier** Tiles (Microlook edge) and shall be as per following specification as recommended by manufacturer. Type - Prime Dune Premier, humidity resistance – 99%, Fire performance - Class O/class I (BS – 476 classification), Sound Attenuation - 34dB, Noise reduction co-efficient (NRC) - 0.50 (Avg.), Light Reflectance - 85%, thermal conductivity -0.052 - 0.057 w/m0c, Acoustical punchers - 24000 m (10mm deep).

6.0 **Latex Foam Rubber**

Latex foam rubber used in the work shall be ISI marked and shall conform to BE 1741-1960. The Grade of the foam shall be used as mentioned below:

- a) Grade B, C or D shall be used in the back cushion and arms.
- b) Grade D, E or F shall be used in the seat cushion of the furniture.

The Actual length and width of a latex foam rubber product should be greater than the nominal dimension by a small amount in order to admit of the foam rubber being slightly compressed by a cover made to the nominal dimensions.

7.0 **Gypsum - Board**

Gypsum -Board (Glass Fibber Reinforced Board) or Equivalent conforming to IS-2095 - 1982 and 2542-1981 shall be used. Technical detailing for fixing Gypsum-Board along with jointing compound, paper tape, primer, screws, edge bead, angle bead etc. shall be as per Manufacturers specification. Proper care is to be taken while handling, storing and cutting the Gypsum-board as per manufacturer's manual and the work shall be done in technical co-ordination /assistance with the trained staff of Manufacturer, such services being offered free by them.

8.0 **MS pipe railing**

Staircase railing, balcony railing, lobby railing, or wherever called for shall be manufactured out of Class 'B' MS pipe of Dai as described in the nomenclature of item / drawing, with balusters welded to 75x75x3mm plate welded to staircase reinforcement / or anchored in cement concrete block all as per details shown on drawing. The height of railing shall be 1.00 metre or as shown on drawings. Ends of pipes shall be closed with 12 Gauge MS sheet.

Where so required as per site condition or as per drawing MS pipe sleeves with base plate of appropriate dia shall be provided at uniform spacing and anchored in concrete. Gap between sleeve and vertical shall be grouted with molten lead. Where curvature in pipe is required it shall be so bent that pipe does not loose its profile.

The contractor shall provide sample of each type of railing for approval of Architect before mass production.

9.0 **Stainless Steel Materials**

- a. Bars: (ASTM A-276) annealed, Alloy 18-8, Type 302
- b. Plates, Sheets and Strips: ASTM A-167) Alloy 18-8, Type 302
- c. Tubing: (ASTM A-269) Alloy 18-8, Type 302
- d. Finish: American Iron and Steel Institute (AISI) No. 8 (mirror-like reflective, non-directional polish)

10.0 **Painting/ Finishing Work:**

10.1 **White Washing:**

White washing with Lime:

The wash shall be prepared from best quality fresh stone lime from local available source. The lime shall be thoroughly slaked on the spot, mixed and stirred sufficiently with water to make a thin cream. This shall be allowed to stand for a period of 24 hours and then shall be screened through a clean coarse cloth. 40 gm of gum dissolved in hot water, shall be added to each 10 cubic decimeter of cream or alternatively readymade additives of approved equivalent can be added as per manufacturers specifications. The approximate quantity of water to be added in making the cream will be 5 liters of water to 1 Kg. of lime.

Indigo (Neel) up to 3 gm. per Kg. of lime dissolved in water, shall then be added and wash stirred well. Water then shall be added at the rate of about 5 liters per Kg. of lime to produce a milky solution. The approximate consumption of lime for three coats should be 0.032 Kg/ Sqm for new surface.

Preparation of surface

Before white washing is started, the surface shall be thoroughly brushed free from mortar droppings and foreign-matter. Any unevenness shall be made good by applying putty made of plaster of Paris mixed with water on the entire surface including filling up the undulations and then sand papering the same after it gets dried up.

Application

The white wash shall be applied with brushes to the specified number of coats. The operation for each coat shall consist of a stroke of the brush given from top downwards, another from bottom upward over the first stroke, and similarly one stroke horizontally from the right and another from the left before it dries up.

Rate

The rate shall include cost of all materials and labour involved in all the operations described above including scaffolding, protecting doors, windows, floor etc. from splashes and dropping.

10.2 **White washing with whiting**

Preparation of mix: Whiting (ground white chalk) shall be dissolved in sufficient quantity of warm water and thoroughly stirred to form a thin slurry which shall then be screened through a clean coarse cloth. Two Kg. of gum and 0.4 Kg. of copper sulphate dissolved separately in hot water shall be added for every cum of the slurry which shall then be diluted with water to the consistency of milk also as to make a wash ready for use.

Other specifications described in white washing above shall be applied in this case also.

10.3 Colour Washing

The mineral colours not affected by lime, shall be added to white wash. Indigo shall however, not be added. No colour wash shall be done until samples of the colour wash of the required tint or shade has been got approved from the Architect. The colour shall be of even tint or shade over the whole area.

A priming coat of white wash with lime or with whiting shall be applied. Two or more coats, shall then be applied on the entire surface till it represents a smooth and uniform finish.

Other specifications described in white washing above shall apply in this case also.

10.4 Painting priming coat of wood surface

Primer for woodwork shall be as specified in the description of the item. Surface to be primed shall be dry and thoroughly cleaned. All unevenness shall be rubbed down smooth with sand paper and shall be well dusted, knots, if any, shall be covered with preparation of red lead made by grinding red lead in water and mixing with strong glue sized and used hot. Appropriate wood filler material with same shade as paint shall be used where so specified.

The surface treated for knotting shall be dry before primer is applied. After the primer is applied the holes and indentation on the surface shall be stopped with glazier's putty or wood putty, stopping shall not be done before the priming coat.

10.5 Painting priming coat on Iron & Steel surfaces

All rust and scales shall be removed by scrapping or by brushing with steel wire brushes. Hard skin of oxide formed on the surface of wrought iron during raking which becomes loose by rushing, shall be removed. All dust and dirt shall be thoroughly wiped away from the surface.

10.6 Textured paint

The textured finish to external surfaces of walls as per manufacturer's specification and approved by the Architects including scaffolding etc. complete.

10.7 Painting priming coat on plastered surface

The surface shall ordinarily not be painted shall be applied to get correct finish until it has dried completely. Before primer is applied, holes and undulations shall be filled up with plaster of Paris and rubbed smooth.

The primer shall be applied with brushes, worked well into the surface and spread even and smooth. Painting shall be done by crossing and laying off. The crossing and laying off consists of covering the area over with paint, brushing the surface hard for the first time over and then brushing alternately in opposite direction, two or three times and then finally brushing lightly in a direction at right angles to the same. In this process, no brush marks shall be left the laying off is finished. The full process of crossing and laying off will constitute one coat.

10.8 Rate

Rate shall include cost of all labour and material involved the operations described above including scaffolding etc.

Painting with enamel paint (conforming to IS:2933 - 1975) and with synthetic enamel paint (conforming to IS:2932 - 1964).

The surface to be painted shall have received the approval of the Architect after inspection, before painting is commenced.

Application

The number of coats including the under coat shall be stipulated in the item.

a) Under Coat

One coat of specified paint of shade suited to the shade of the topcoat shall be applied and allowed to dry overnight. It shall be rubbed next day with the finest grade of wet abrasive paper to ensure a smooth and even surface, free from brush marks and all loose particles dusted off.

- b) **Top Coat**
tops coats of specified paint of desired shade shall be applied. Each coat shall be allowed to dry for not less than 24 hours and lightly rubbed down smooth with finest wet abrasion paper to get an even glossy surface. If, however, the surface is not satisfactory additional coats as required.

10.9 Acrylic Emulsion paint

The plastic emulsion paint is not suitable for application on external wood, and iron surface and surfaces, which are liable to heavy condensation and are to be used on internal surfaces except wood and steel which are liable for condensation. No priming coat is required for the latter.

Plastic emulsion paint as per IS: 5411 – 1969 of approved brand and manufacture and of the required shade shall be used.

10.10 Painting on New Surface

Preparation of surface

Before new work is distempered, the surface shall be thoroughly brushed free from mortar droppings and other foreign matter and sand papered smooth. Pitting in plaster shall be made good with plaster of Paris mixed with the colour to be used. The surface shall then be rubbed down again with a fine grade sand paper and made smooth. A coat of paint shall be applied over the patches. The patched surface shall be allowed to dry thoroughly before the regular of acrylic emulsion paint is applied.

A priming coat shall be applied over the prepared surface. No white washing coat shall be used as a priming coat.

Application

The number of coats shall be as stipulated in the item. The paint will be applied in the usual manner with brush or roller. The paint dries by evaporation of the water content and as soon as the water has evaporated the film gets hard and the next coat can be applied. The time of drying varies from one hour on absorbent surfaces to 2 to 3 hours on non-absorbent surfaces.

The thinning of emulsion is to be done with water and not with turpentine. Thinning with water will be particularly required for the undercoat, which is applied on the absorbent surface. The quantity of water to be added shall be as per manufacturer's instructions.

The surface on finishing shall present a flat velvety smooth finish. If necessary more coats will be applied till the surface presents a uniform appearance.

Precautions

- a) Old brushes if they are to be used with emulsion paints, should be completely dried of turpentine or oil paints by washing in warm soap water.

Brushes should be quickly washed in water immediately after use and kept immersed in water during break periods to prevent the paint from hardening on the brush.
- b) In the preparation of walls for plastic emulsion painting, no oil base putties shall be used in filling cracks, holes etc.
- c) Splashes on floors etc. shall be cleaned out without delay, as they will be difficult to remove after hardening.
- d) Washing of surfaces treated with emulsion paints shall not be done within 3 to 4 weeks of application.

10.11 Synthetic Emulsion Paint

Synthetic Enamel Paint (conforming to IS: 1932 – 1964) of approved brand and manufacture and of the required colour shall be used for the top coat and an undercoat of shade to match the top coat as recommended by the manufacturer shall be used.

10.12 Painting on New Surface**Preparation of surface**

- a) Wood work: - The surface shall be cleaned and all unevenness removed. Knots if available, shall be covered with a preparation of red red lead. Holes and indentations on the surface shall be filled in with glazire's putty or wood putty and rubbed smooth before painting is done. The surface should be thoroughly dry before painting.
- b) Iron and steel work: - The priming coat shall have dried up completely before painting is started. Rust and scaling shall be carefully removed by scraping or by brushing with steel wire brushes. All dust and dirt shall be carefully and thoroughly wiped away.
- c) Plastered surface:- The priming coat shall have dried up completely before painting is started. All dust and dirt that has settled on the priming coat shall be thoroughly wiped away before painting is started.

Application

The number of coats including the undercoat shall be as stipulated in the item.

Under Coat :- One coat of the specified paint of shade suited to the shade of the top coat shall, be applied and allowed to dry overnight. It shall be rubbed next day with the finest grade of wet abrasive paper to ensure a smooth and even surface, free from brush marks and all loose particles dusted off.

Top Coat :- Top coats of specified paint of the desired shade shall be applied after the undercoat is thoroughly dry. Additional finishing coats shall be applied if found necessary to ensure properly uniform glossy surface.

11.0 FLOORING/DADO/CLADDING**11.1 General**

All flooring shall be laid to the best practice known to the trade. The flooring shall be laid to the level except where slopes are called for on the drawings in which case the slopes shall be uniform and so arranged to drain in to the indicated outlets.

Particular care shall be exercised to ensure that all flooring, skirting and dado are perfectly matched for colour and finish. Sufficient extra tiles (not less than 5%) shall be cast/ordered to ensure an adequate supply of matched floor tiles. The contractor shall furnish for approval by the Architect/Project Managers, samples of each type of floor finish.

11.2 Cement Concrete flooring (IPS Flooring)

Indian patent stone flooring shall be 1.5" or of thickness specified and laid in two layers, bottom layer 1.1/4" thick or as specified in 1 part of portland cement, 2 parts of coarse sand and 4 parts of crushed stone aggregate 1/2" down well graded machine mixed with not more than 5.5 gallons of water for each bag of cement and top layer 1/4" thick in one part of portland cement, 2.5 parts of selected crushed stone chips 1/8" down with just enough sand maximum part to make workable mix, machine mixed with not more than 5 gallons of water. Top layer to be laid before the bottom layer has hardened. Flooring shall be laid in squares or bays as directed and each layers shall be well compacted by ramming with heavy teak wood floats. The top shall be brought to a smooth and

even surface free from blemishes and finished smooth by steel trowelling. After the concrete surface has hardened sufficiently to prevent dislodgement of aggregates, the patent stone shall be polished with No. 1, 2 & 3 polishing stone. The flooring shall be kept wet for seven days for curing.

Where ironite/hardonite topping is specified in the "Schedule of Quantities" the bottom layer shall be 40mm thick or in the item of B.O.Q. and the top layer shall be 12mm thick mixed with ironite/hardonite as per manufacturers specification and finished fair.

11.3 **Vitrified Tiles:**

All vitrified tiles shall be of approved manufacturer as stated in the schedule of quantities. Only first quality tiles of uniform colour and glaze shall be used. No cracked or warped tiles shall be used in the work. All tiles shall be required to be set in cement mortar. Prior to setting the tiles the contractor shall at his own cost, clear the whole surface and thoroughly saturate it with water. A layer of 20mm thick cement mortar (1:4) for flooring and 12 mm thick cement mortar (1:3) for wall cladding shall then be applied to the surface and the tiles laid firmly over a layer of clear cement slurry. The tiles shall be set in perfect line, level and true to plumb line. The joints of tiles shall have white or coloured cement grouting and coloured sealant in the grooves. After the setting operation is completed, the contractor shall carefully remove all cement and dribbling and cure the tiled surface for atleast seven days with water.

11.4 **Shahabad/Kota Stone Flooring**

The best quality stone from approved quarry, shall be laid either with rough stone or machine cut and machine polished as specified in respective items and shall be of specified thickness and of approved quality and size, free from cracks and flakes and shall be uniform in colour, with straight edges. The sides of machine cut and machine polished stones shall have perfect right and finished as described under plain cement or colour, cement, tiles, on a bedding of 1:4 mix 20 mm (average) thickness. The finished stone surface thus laid shall then be polished to the required degree as approved by the Architect/Project Manager. Flooring shall be finally wax polished and protected till the handing over of the building.

11.5 **Marble/Sand Stone**

Marble shall be the best Indian Marble to be approved by the Architect/Project Manager/ Client and a sample piece should be kept in the office of the Project Manager. The quality shall be uniform and it shall be hard and free from any discolorations, cracks, flaws, veins of foreign materials or any other defects. When marble of different colour and kinds associated, care shall be taken to see that they are of equal hardness so as to wear evenly. The marble slabs shall be machine cut true to the shape and size and machine polished. Care shall be taken to cut the slabs so as to provide a pattern as indicated. Marble stone slabs for wall lining and dadoes shall be machine polished edges. The wall shall be lined with the marble in courses as indicated and grain of the marble shall be arranged in pattern as per detailed drawings. The marble shall be bedded in cement mortar backing covering the full area of the marble. The wall surface shall be cleaned from all dirt, mortar droppings etc. before applying the base plaster. The marble shall be fixed to the wall by bronze/copper cramps 5"x1.1/2"x1/4" and Bronze pins 1/4" diameter x2" embedded firmly in to wall by cutting hole and grouting alternately stainless steel cramps and pins as per design shall be used. The load of one marble slab shall not be borne by the slab below. Joints between slabs shall be hair fine and filled with coloured cement to match the marble. The marble lining and dadoes shall be finally hand polished by Carborundum stone, buffing with polishing felt and cleaned with diluted oxalic acid wash.

11.6 **Italian Marble flooring & Dado**

The thickness of Italian Marble slabs shall be 18 to 20 mm and tile shall be 10mm thick. All small cracks/voids etc. in the marble slab and tile shall be filled with imported resin. The marble slabs shall be machine cut true to shape and size. Proper care shall be taken to arrange the grains of the marble in required pattern as approved by the Architect/Project Manager, while fixing the Italian marble slab or tile. The marble shall be bedded in cement mortar backing covering the full

area of the marble. The slab or wall surfaces shall be cleaned thoroughly before applying cement slurry or mortar. Joints between slabs shall be hair fine and filled with white cement mixed with.

12.0 Protection Of Work And Property

12.1 The Contractor shall continuously protect this and other Contractor's work, and the Owner's property from damage, injury or loss arising in connection with operations under the Contract Documents. He shall make good free of charge, any such damage, injury or loss, except such as may be caused solely by agents or employees of the Owner.

12.2 The Contractor shall protect all finished surfaces, including the jambs and soffits of all openings used as passageways or through which furniture and furnishings are handled, against any possible damage resulting from the conduct of work by his trades.

13.0 Final Cleaning Of Furniture And Furnishings

13.1 General

Provide final cleaning of the installed work, at a time indicated by the Project Manager/ Architect consisting of cleaning each installed surface or unit or work to normal "clean" condition expected for a first-class building cleaning and maintenance program. Comply with manufacturer's instructions for cleaning operations. The following are examples, but not by way of limitation, of cleaning levels are required.

- a) Remove label which are not required as permanent labels.
- b) Clean exposed hard-surfaced finished, including metals, painted surfaces, plastics, tile, wood, special coatings, and similar surfaces, to a free condition, free of dust, stains, films and similar noticeable distracting substances. Restore reflective surfaces to original reflective conditions. Clean all furniture surfaces when so recommended by the manufacturers as a final clean-up for finish installation.
- c) Vacuum clean carpeted surfaces and similar soft and upholstered surfaces.

13.2 Removal of Protection

Except as otherwise indicated or requested by Project Manager/ Architect, remove temporary protection devices and facilities, which were installed during course of the work to protect previously, completed work during remainder or construction period.

14.0 Progress Clean-Up

14.1 Garbage Collection

Provide adequately sized covered trash bins centrally located in each building level. Additionally, provide covered garbage cans and keep premises free of garbage. Provide sufficient collection cans in each level of the building and at locations on the site. All packing materials not deposited in cans shall be picked up daily.

14.2 Cleaning Up Of Work Areas

The premises and the job site shall be maintained in a neat and orderly condition and kept free from accumulations of waste materials and rubbish during the entire installation period. Remove all crates and other flammable waste materials or trash from the work areas at the end of each working day.

14.3 Floors shall be "broom-cleaned", or its equivalent during the course of the work. Additional cleaning of carpeting, and of all items which are provided as a part of the Contract including removal of dust, dirt, stains and finger marks from furniture and furnishings and all finished wood, metal and marble surfaces, shall be performed by the Contractor as required before acceptance of the work by the Project Manager/ Architect.

14.4 The Contractor shall be responsible for the general cleaning and maintenance of the premises and the job site and for the coordination and direction of the cleanup work of all furniture and furnishings. The Contractor shall require that each trade shall clean and

maintain its portion of the work as required and as directed by the Project Manager/ Architect.

- 14.5 All furniture and furnishings shall be new, in an undamaged, bright clean, polished condition. Re-cleaning will not be required after the work has been inspected and accepted unless later operations of the Contractor, in the opinion of the Project Manager/ Architect, make re-cleaning of certain portions necessary.

15. Protection of Flooring and Cladding

All finished flooring works must be protected with two layers of polythene sheet and 30mm thick POP layer.

Contractor shall replace all broken, damaged and scratched tiles/ marbles/ granite caused in execution of the work or by faulty installation before acceptance of the building without cost to the owner.

16. LIST OF APPROVED MAKES OF MATERIALS

1.	Cement	-	L&T/ Vikram/ J.K./ Gujrat Ambuja
2.	White Cement	-	Birla / JK/Nilon/ACC
3.	Polysulphide Sealant	-	Pidilite/ Chemetall-Rai / Dr.Fixit
4.	Paints	-	Asian Paints / ICI / Nerolac / Shalimar/J&N
5.	Primer	-	Asian Paints / ICI / Nerolac / Shalimar/J&N
6.	Ply Board	-	Donear, Jyotiply, Duro,Archidply, Green ply,
7.	Veneer	-	Donear, Jyotiply, Duro, Archid,
8.	Laminate	-	Merino, Greenlam, Donear, Century mica, Sunmica
9.	Texture Paint	-	Oikos,Unitile, Spectrum, Altek or as approved
10.	Flush door shutters	-	Donear, Jyotiply, Duro,Archidply, Green ply, t
11.	Adhesive for Wood	-	Fevicol, Anchor or as approved equivalent.
12.	Gypsum Board	-	India Gypsum
13.	Hardware	-	Dorma, B&R, Golden, , Doorset, D-line, or as approved.
14.	Glass/Mirror	-	Saint Gobain/Modi/Asahi, Pilkington
15.	Fire retardant paint	-	Viper or approved equivalent.
16.	Silicone Sealent	-	Dowcorning, Wacker, M Ccoy, GE, wacer
17.	Toughening of glass	-	Gurind, Gsc, Gold plus
18.	Masking Tapes	-	Sun Control, Wonder Polymer
19.	GI Channels	-	Gypsteel
20.	Tiles	-	Johnson / Orient/ Kajaria/ Somany
21.	Wire Glass	-	Pilkington or as approved equivalent.
22.	Hardware for door	-	Dorma, D-line, Hafele or as approved
23.	Hard wood	-	Best quality 1st class Kail wood free from knots as per approved sample
24.	Polyurethane stainer and sealant for furniture and fixed items	-	Beck Bond, Sirca or as approved
25.	Pigments	-	Sudarshan Chemicals/TATA Pigments
26.	MDF	-	Nuwood, Duratuff
27.	Door closers	-	Dorma
28.	GI Channels	-	Gypsteel
29.	Silicone Sealent	-	Wacker, Dowcorning or as approved

Note:

The contractor shall produce all samples including natural stones, before procurement of the materials, for approval of the Architects/Project Managers.

Where more than one manufacturer is listed, the names are given in the order of preference. The contractor shall quote the rates for the various items of work based on the materials of first preference after ascertaining the availability, delivery schedule of the same. Unless the contractor stipulates in this tender, it shall be presumed that the rates quoted are for material of first preference only.

In the event, the contractor is permitted to use the material of lower preference because of valid reasons, then the contract rates for the relevant items of work shall be suitably adjusted on the basis of variation in prices of the materials of first preference and those actually used. If the prices of the materials used are higher than the material of the first preference, the owner shall not be liable to make any enhanced payment for the affected items of work on this account.

In respect of materials for which approved makes are not specified above, these will be makes to be decided by the Architects/Project Managers and as per samples getting approved.

**17. Basic Rates of Materials - F.O.R. Site
(Adopted for quoting item rates in the tender)**

S.No.	Item	Rates	Unit	Source
1.	Wood			
	Maple Wood		Cum	
	Kail Wood		Cum	
	Hollock Wood		Cum	
2.	Anigre Veneer 4mm thick		Sqm	
3.	MDF Board			
	8mm		Sqm	
	9mm		Sqm	
	12mm		Sqm	
	20mm		Sqm	
4.	Cmm. Ply			
	4mm		Sqm	
	12mm		Sqm	
5.	Plain glass 6mm thick		Sqm	
	Plain glass 8mm thick		Sqm	
	Plain glass 10mm thick		Sqm	
	Plain glass 12mm thick		Sqm	
6.	Toughening of glass			
	6mm thick		Sqm	
	8mm thick		Sqm	
	10mm thick		Sqm	
	12mm thick		Sqm	
7.	Stainless Steel Sheet			
	Brushed Stainless Steel Plate 20 Gauge		Sqm	
	Brushed Stainless Steel Plate 1.5mm		Sqm	

Note: The Contractor is to fill in the rate and his source on required above which tendering. Also the samples of all items as proposed while quoting are to be furnished with tender.

Signature of Contractor

IV PRELIMINARIES AND GENERAL MATTERS

S.No.	Description	Amount
1	<p>SAFETY, HEALTH AND WELFARE OF WORK PEOPLE. Providing for all costs and charges incurred by complying with all safety, barricading his work areas, health and welfare regulations, pertaining to staff and work people employed on the site including those employed by all sub-contractors, including registration with the labour department of the Government. The Contractor shall be responsible for and shall allow for providing medical facilities including emergency medical facilities for his staff.</p>	Cost to be included in the main contract.
2	<p>ASSISTANCE AND INSTRUMENTS FOR ENGINEER'S REPRESENTATIVE. Provide at all times for the duration of the contract, staff-men, workmen and measuring and checking instruments for the exclusive use of the site Engineer as may be deemed necessary for carrying out his duties in connection with the contract. The contractor shall be solely responsible for all such instruments and equipment and shall ensure that they are at all times in good working conditions</p>	Cost to be included in main contract.
3	<p>DISPOSAL OF REFUSE, ETC. Keep the site free from debris arising from the works during the construction periods on daily basis, and leave the site free from debris on completion to the satisfaction of the Employer / Architects.</p>	Cost to be included in the main contract.
4.	<p>GENERAL LIGHTING FOR THE WORK Provide electric lights, maintain system, all as required for the works and of other contractors, and remove the temporary installations on completion.</p>	Cost to be included in the main contract.
5.	<p>INSURANCE Provide insurance policy with an approved Insurance Company for all Contractor's Risk (CAR) policy, jointly in the name of Employer and Contractor. The original policy to be deposited with Employer along with Workman compensation including third party.</p>	Cost to be included in the main contracts
Total To Summary		Rs. NIL

V PREAMBLE TO BILL OF QUANTITIES**PREAMBLE TO SPECIFICATIONS****General**

The conditions of contract and the drawings shall be read in conjunction with the specifications and matters referred to, shown or described in one are not necessarily repeated in the other. These specifications are comprehensive but may exceed the requirements of this project. Any ambiguity between the general specifications, the bill of quantities and contract drawings, shall be referred to the project manager for clarification not later than 10 days before the date fixed for delivery of tenders. Any ambiguity may be referred to the project manager after signing of the contract and project manager shall give a ruling, which shall prevail. No claim for additional cost due to above, however, will be entertained.

Notwithstanding the sub-division of the specification into various headings, every part of it is to be deemed supplementary to every other part and is to be read with it, so far as it may be practicable so to do, or when the context so admits.

In this contract, reference is made to the indian standards or cpwd specification as approved by project manager and these references shall be deemed to include the latest editions or issue of standards, specifications or by-law including all revisions upto the date of invitation of tenders. The contractor shall ensure that all materials and workmanship in so far as they apply to this contract shall comply in every specifications or any other equivalent or specification approved by the project manager.

The contractor shall keep at site copies of all relevant standards and codes of practice referred in these specifications throughout the period of contract. These shall be the latest editions and shall include all revisions/addendums thereof.

Approved manufacturers: names of approved manufacturers are given in the specifications.

Reference in the specifications to approved manufacturers shall be construed as establishing a standard of quality and not as limiting competition.

The contractor shall include in his prices for supplying the item or materials from the approved manufacturers listed or equal and approved.

All items or materials shall be delivered to the site in the manufacturers original unopened containers with the manufacturers brand and name clearly marked on.

All items or materials shall be assembled, mixed, fixed, applied or otherwise incorporated in the works in accordance with the printed instructions of the manufacturer of the item or materials.

Date of construction to be written on all respective items for monitoring curing.

Contractor shall follow the pour card/check list for all the concrete/finishing items on prescribed formats.

Owner/pmc/architect reserves the right to send any buildings material samples for quality testing to external agency.

Scaffolding to other contractors- the main contractor shall neither wait for removal of the erected scaffolding after completing his scope of works nor supply & erect the scaffolding for other agencies, however the other agencies will use the scaffolding simultaneously while it's being used by the main contractor & the main contractor shall not charge for the same.

Item for aluminium glazing shall include all type of cutting, chasing, chipping required for fixing the glazing etc.

Owner/ architect/ pmc reserves the right to send any building material samples for quality testing to external agency.

Basic rate shall mean the landed cost at site including all taxes, cartage, handling etc but excluding wastage.

WOODEN/MDF/ VENEER/GLASS WORK

While quoting rates for each item of work the contractor shall include for the following irrespective whether it has been mentioned or not in the description of the item without any extra claim / payment.

- 1) All unexposed surfaces of timber (any variety) used shall be treated with two coats of wood preservative and fire retardant paint as per manufacturer's specification. No timber shall have moisture content more than **12%**.
- 2) All exposed surfaces of timber (any variety) shall also have necessary coat of wood primer / putty and paint / polish.
- 3) All exposed edges of Ply / MDF shall be fixed with steam Beech / Maple wood lipping and / or protective paint.
- 4) Samples of hardware for Door, Shutters and Drawers shall be of Stainless Steel and got approved through Architect before fixing in items.
- 5) Wherever paint /polish is specified as inclusive in items of false ceiling, moulding, wall paneling of different types, wooden doors /frame etc. in schedule of quantities, the type of finish shade shall be as approved by Architect.
- 6) Basic rate wherever specified /indicated are landed rates FOR site - Subject to adjustment.
- 7) Wherever steam Beech/ Maple wood is mentioned it shall be of 1st class seasoned wood free from knot or as per approved sample.
- 8) Wherever making bulk quantities the Contractor shall make each of items as sample and get it approved in writing from the Architect / Owner. Minimum modification if any as suggested by Architect / Owner, the same have to be incorporated without any extra costs.
- 9) Laminates used shall be 1mm thick for all vertical surfaces and 1.5 mm thick Laminate for horizontal plane surface unless / otherwise mentioned in the drawings.
- 10) Thickness of veneer used shall be 4mm.
- 11) All MDF used shall be of exterior grade.
- 12) All glasses should be Toughened/ Tempered.
- 13) Cost of fabric for upholstery work is to be included in the item.
- 14) All laminate to laminate joints are 45 degree cut joints, with no edge visible.
- 15) All edges of cabinets against walls to be sealed with silicon sealant.
- 16) All inexpensive veneer shall be stained to match polish on other surfaces or as approved by the architect.

DOORS & WINDOWS

The following shall not be measured separately and shall be deemed to be included in the rates quoted.

1. All plugs, screws, nails, pins, keys and such other fixing accessories.
2. Expansion bolts / rawl bolts and machine screws for fixing to supports as approved by the Architect.
3. wood lipping to all edges of boards / shutters.
4. Filling and finishing neat gaps around door frames with approved mastic.
5. Work at all heights and locations.

FLOORING AND CLADDING WORKS

1. Floors shall be laid to levels as indicated in the drawings.
2. Contractor shall take special precautions to protect all flooring, risers, tread and landing etc. at his own cost and any damage shall be repaired at contractor's expense to the Architect's satisfaction.
3. No work shall be started until the concealed conduit piping, drains etc. are laid by the other agencies prior to commencing, shall be got approved in writing by the Site Engineer/Architect's representative.
4. The rate quoted shall include :
 - a) Cleaning and final preparation of base, sub-grade or sub-floor by trimming, leveling, undulation etc. including supplying neat cement slurry.
 - b) Use and waste of all temporary fillets, side forms, templates, moulds, straight edges.
 - c) Laying floors at all floors to required slope in any size and shape of panels made either by wooden side forms or strips of any description. The strips shall be paid for separately if not included in the nomenclature of the item.
 - d) Samples of any type of flooring shall not be paid for.
5. All stone slabs for floors, treads and risers of steps, skirting wall cladding etc. shall be machine cut and as per approved sample. Nothing extra shall be paid for machine cut slabs and all exposed edges of stone shall be prepolished.
6. Samples of Granite, Kota, Dholpur, Marble stone, Granamite, Vitrified and Mirdul tiles, prepolished granite tiles shall be got approved from the Architect before bulk purchase is made.
7. Kota stone and marble stone shall be free from grinding stone marks and scratches etc.
8. Kota stone shall be of approved light green /brown in colour
9. Rate shall include cutout made in stone /tiles for any fixture in filling etc.
10. All finishing sample shall be submitted along with the bid on display board.

- 11 Contractor shall submit the shop drawing of Dholpur cladding work to the Architect/Project Manager for their approval, within 7 days of confirming the items. The drawings must indicate construction details, materials, fixing clamps etc
- 12 Following tolerance in stone will be accepted:
- | | | |
|----|---------|------|
| a) | Granite | +2mm |
| b) | Kota | +3mm |
| c) | Dholpur | +5mm |

FINISHING WORKS

- 1 The joints in the plaster work shall not be allowed and hence complete height of the wall shall be plastered on the same day.
 - 2 Hacking of concrete shall be done when concrete is green/when shuttering is removed.
- Nothing extra shall be paid for the following.
- i) Making all construction and expansion joints and curing. Date of construction/plastering shall be written on the member to monitor curing.
 - ii) Making all V grooves of any pattern as directed by the architect in dados including rounding off junction with floors.
 - iii) In case of wall plaster, dados and skirting, raking out joints, cleaning the surface, application of cement slurry and providing 300 mm wide 24 gauge chicken mesh tightly secured at the junction of brick work and RCC work as directed before applying plaster
 - iv) Work in patches, narrow widths, small quantities, bands/raised bands, set backs, offsets corbels and making drip mould in plaster. Contractor should cover this in plaster rate.
 - v) Preparing and finishing the junctions of skirting and dado, with relevant mortar.
 - vi) Finishing the edges of electric fittings and boxes etc.
 - vii) Cleaning paint splashes, drops or dirt, glass joinery electric fittings wiring etc. including washing the floors and leaving the premises neat and clean.
 - viii) Use of self supporting scaffolding and cradles, dust sheets and other coverings for the protection of fixtures, fittings, furniture, floors etc. Holes in the brick work shall not be allowed for supporting the scaffolding.
 - ix) Grooves in plaster upto 12 x 10 mm size at roof, the junction of two different finishes of walls, brick and RCC etc. shall be made as directed.
 - x) Work shall be carried out at any elevation and at any floor.

PAINTING AND OTHER WALL FINISHES/ COVERING WORKS

1. Employers reserve the right to substantially change the quantities given below or even abandoned certain item if so required . No. claim shall be entertained on this account.
2. Rate shall be quoted for stone/ tile work with basic rate mentioned above . Any variation in the basic rate of stone / tile selected for use shall be adjusted at par.
3. The rates for cement plaster work shall include hacking , curing , finishing to perfect plumb, line and making grooves wherever required .
5. The contractor shall submit a shop drawings showing arrangements for laying , clamping , embedding , joint lines sizes to be used etc. and get the same approved before starting the stone wall lining / cladding work.

The following shall not be measured separately and shall be deemed to be included in the rates quoted.

6. Work at all heights and use of scaffolding , trestles, ladders etc. necessary for execution.
7. Preparing surfaces to receive finishing coats ,such as brushing sand -papering , scraping, washing and rubbing etc.
8. Puttying sand papering, dusting of surfaces in between coats where applicable.
9. Finishing to approved matt texture and /or stipple finish as called for.
10. Spreading and removing covering to doors , windows, floors, fitting etc. to protect them of splashes.
11. Washing floors ,cleaning glass, joinery ,electric fittings, etc.of drops and splashes and leaving premises clean and tidy.
12. Producing the approved shade of paints by blending different appropriate colours of paint and strainer .
13. Preparing samples of different colours and shade for approval of the Architect .

BILL OF QUANTITIES

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1.0	WALL PANELING				
1.1	Providing and fixing wall paneling with 4mm thick Anigre veneer or as approved sample including 6mm wide groove in veneer cladding having 12+4 mm thick commercial ply backing with internal hard wood frame of adequate and approved section and size placed at 600 mm centre to centre both ways or part thereof, hard wood framework shall be treated with anti-termite and fire retardant paint and fixed to wall with rawl plugs. All the edges of veneer should be eased with maple wood. The item includes beach wood lipping of size 12x28mm and hard wood spacer as per detail DT - 07/MJ-ED-03. The item also includes polyurethane polish in desired shade and finish complete as per design and drawing.	44	sqm		
1.2	Providing and fixing 8mm thick toughened frosted glass as approved sample in wall cladding having 12mm thick commercial ply backing with internal hard wood frame of adequate and approved section and size placed at 600 mm centre to centre both ways or part thereof, hard wood framework shall be treated with anti-termite and fire retardant paint and fixed to wall with rawl plugs. The mirror to be fixed with 24mm wide 2.3mm thick 3M SG tape(VHB) in peripheral at back and aluminium channel black powder coated of size 25x25mm. The item includes applying primer 94 on the glass and ply for fixing of glass, groove, non staining clear silicone sealant (grade -991 Dow Corning or approved) in joints as per design and drawing.	25	sqm		
1.3	Providing and fixing wall paneling with approved 4mm thick Anigre/Oak veneer or as approved sample in veneer cladding having 12+4mm thick commercial ply backing with internal hard wood frame of size 50x50mm placed at 600 mm centre to centre bothways or part thereof and making box of required size in light oak veneer as per design and drawing shown in Elevation A and hard wood framework shall be treated with anti-termite and fire retardant paint				

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	All the edges of veneer should be eased with maple wood as per detail. The item includes 4x8mm groove, provision for fixing arrangement of light, polyurethane polish in desired shade and finish complete as shown in drawing.(Only elevational plate area shall be measured and paid for) Drg. No. DT-(04, 05)/MJ-ED-01 - Atrium	40	sqm		
1.4	Providing and fixing polished edge mirror paneling on wall. The 6mm thick mirror is to be fixed over 12mm thick marine ply backing over hard wood framework of adequate size. The mirror to be fixed with 24mm wide 2.3mm thick 3M SG tape(VHB). The item includes applying primer 94 on the glass and ply for fixing of glass, groove, non staining clear silicone sealant (grade -991 Dow Corning or approved) in joints as per design and drawing. Hard wood frame work shall be treated with anti-termite and fire retardant paint complete as per drawing complete.(Toilet)	21	sqm		
1.5	Providing and fixing 3M film plain/ coloured in pattern over glass etc. complete all as per drawing.(Atrium) (Actual film area shall be measured and paid for)				
	a) plain frosted film (sand blasted look)	25	sqm		
TOTAL CARRIED OVER TO SUMMARY					
2.0 FALSE CEILING WORK					
2.1A	Providing and fixing 12.5 mm thick gypsum board false ceiling in horizontal/vertical and curved surfaces, coffers etc. fixed with screws to underside of GI suspension system comprising of G.I. angle of size 0.55 mm thick having one flange of 20mm and another flange of 30mm and a web of 27mm flanges along with perimeter of ceiling, screws fixed to brick/RCC /partition wall with the help of nylon sleeves and screws at 610 mm centres both sides. Then suspending GI intermediate channels of size 45mmx 0.9mm thick with two flanges 15mm each from the soffit at 1220mm centres with ceiling angle of 25mmx10mmx0.55mm thick fixed to soffit with G.I. cleat and steel expansion fastener.				

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	Ceiling section of 0.55 mm thickness having knurled web of 51.5 mm and two flanges of 26mm each with lips of 10.5mm are then fixed to intermediate channel with the help of connecting clip and in direction perpendicular to the intermediate channel at 457mm centre and Gyp Board fixed to the ceiling section with 25 mm dry wall screws at 230mm centres complete in all respect as per recommendations of India Gypsum Ltd. and approval including making and cutting for electrical / AC / fire fighting fixture and providing and fixing MS angle/tee/flat/ perforated edge bead for suspended ceiling and GI angle beads, edge beads wherever AC/Light fittings are to be installed, trap door in ceiling where directed and Providing two or more coats of acrylic emulsion paint of desired shade over a coat of primer (Tack coat) including preparation of surface.				
	The item rate is for all height and level and complete as shown in drawing complete. (Plan Area shall be measured and paid for) (ATRIUM & LIFT LOBBY)				
i)	Atrium double floor height	93	sqm		
ii)	Lift Lobby	245	sqm		
1.1B	same as above 1a, but ceiling MR grade Gypsum board in toilets and wet areas	64	sqm		
2.2	Extra over item no.2.1 for - Providing making cove as per detail in drawing				
a)	Atrium - double floor height as per detail drawing	30	Rmt		
b)	Lift lobby as per detail drawing	63	Rmt		
	TOTAL CARRIED OVER TO SUMMARY				
3.0	DOORS				
3.1	Providing and fixing maple wood in frames of doors as approved sample, fixed with hold fast(for Brick wall)/dash fasteners (for RCC) including applying wood preservative paint on the surface in contact with wall and applying primer & polyurethane polish in desired shade on exposed surface,concreting for holdfast complete in all respect as per drawings and instruction of project incharge.	0.3	cum		

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
3.2	Providing and fixing 42 mm thick commercial flush door shutter of approved manufacture, finished with 4mm thick Anigre veneer fixed in pattern to both faces (to make overall thickness of shutter as 50 mm) including groove, maple wood lipping all around, Ball bearing hings 4mm thk of size of 102x89mm (4No.).Item also includes polyurethane polishing as per approved shade etc. complete as shown in drawing.(Toilet)	24	sqm		
3.3	Providing and fixing 12mm thick clear toughened frame less glass doors in atrium. The doors shall be fixed with imported patch fittings with floor spring, floor lock, top and bottom Patch fittings, Strike plate, side and over panel fitting etc. .All hardware shall be in SS of Dorma or approved make. (Atrium)	55	sqm		
3.3	Providing and fixing sliding door panel made of 42 mm thick commercial flush door shutter of approved manufacture, finished with 4mm thick Anigre veneer fixed in pattern to both faces (to make overall thickness of shutter as 50 mm) including groove with maple wood lipping all around, providing and fixing sliding channel SL-12 sliding door fitting on the top side of sliding panel and appropriate aluminium U-channel fixing for the bottom suspended in the floor (not above the finish floor level) including fixing arrangement at ceiling level, stainless steel oval flush recessed handle of D-line (No-14.3950.02.164) or approved make, suitable dash fasteners, floor channels etc. complete as per drawing in all respect. (Handicap Toilet)	9	sqm		

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
3.4	Providing and placing Marino cubicals of size 900mm x1550mm x 2100mm high in toilets of Besco titan Series (Box up type) with Merino compact laminate with out any joint as per design and drawing in individual and combined units. The solid compact laminate is based on thermostatic rasin, homogeneously reinforced with cellulose fibre and laminate on both side with matt finish. scratch and impact resistant. The cubical system shall be equipped with heat and bacteria resistant, privacy, thumb turn/latch indicator, door knob, coat hook and door stopper etc. complete. All intermediate partition, pilasters and door shall be 18mm thick with edges chamfered.				
a)	Marino Compact laminate Silver Grey 21069 (G.Toilet)	6	units		
b)	Marino Compact laminate Irish Crème 21027 (L.Toilet)	6	units		
3.5	Providing and fixing 1.5mm thick SS brush finish Push/ Kick plate of grade SS-316 with welded pins at back and glued on the shutter as per drawing.	3	sqm		
3.6	Providing and fixing in position following fitting in brush finish stain less steel.				
a.	Providing and fixing Door Closer - DORMA TS 68 Standard Arm.	12	Each		
b.	Heavy duty mortise lock with 1" throw dead bolt (S.S) of dorma make model no TH-123 type-1 including mortise lock 711 and Ep cylinder, armour front and brushed s.s finish lever type handle.	12	Each		
d.	Providing & fixing in position approved rubber buffers (Basic rate Rs 100 per no F.O.R at site).	12	Each		
e.	S.S door handle (TG9357 EQ-S) of 32mm dia x 600mm length of Dorma.	18	Each		
	TOTAL CARRIED OVER TO SUMMARY				
4.0	PAINTING AND FINISHING				
4.1	Providing and applying POP punning with minimum thickness of 6mm on wall and ceiling including finishing the surface smooth in line and level to the entire satisfaction of Architect. The item also includes, scaffolding, all leads and lifts, etc. complete (Toilet)	100	sqm		

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
4.2	Providing and applying Texture paint of Oikos make of approved shade / color/ texture, as per manufacturer specification including a coat of approved primer to give an even shade. The item also includes necessary scaffolding/ staging required to complete Atrium area.	312	sqm		
4.3	Providing and applying acrylic emulsion paint with two or more coats as required finish using Acrylic emulsion of approved color and brand over a coat of primer, including the cost of preparing the surface, putty, scaffolding, all leads and lifts, etc. complete (Toilet)	100	sqm		
	Note: Contractor to provide samples of texture paint for approval of shade/color/texture by Architect/ Client before the execution of item				
	TOTAL CARRIED OVER TO SUMMARY				
5.0	FLOORING				
	Note:- Before the bulk procurement of materials the contractor shall get the sample approved. If the sample submitted does not match with the first quality. The Owner / Architect shall have a right to source the supplier who can offer the best material & instruct the Contractor to procure the material from the said source as per the terms & conditions set by the employer with selected the supplier, of course with adjustment of basic cost of material. Quoted rate for the item is for working at all levels and heights etc.				
5.1	Providing and laying 18 to 20 mm thick Udaipur green stone of size 750x750mm and 750x100mm Jaisalmer stone of approved quality insert in flooring as per pattern shown in the drawing laid over 20mm (average) Cement mortar in 1:4 (1 cement : 4 coarse sand) and joints finished with white cement slurry mixed with matching pigment. The item also includes mirror polishing, cutting and chamfering of edge etc complete as per design and drawing. (Lift lobby/ Atrium)	345	sqm		

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
5.2	Providing and laying 18 to 20mm thick Beige travertino marble stone of uniform color laid in skirting in 20mm thick cement mortar 1:3(1 cement : 3 coarse sand) and joints finished with white cement slurry mixed with matching pigment with shade of the slabs including rubbing and polishing of edges as per the detail and drawings complete. The item also includes chamfering/ molding, groove as shown in drawing etc. complete.Drg. No. DT-12/MJ-ED-03	2.5	sqm		
5.3	Providing and laying 18 to 20 mm thick Udaipur green stone of uniform colour laid in skirting having 6mm thick marine ply backing with internal hard wood frame of adequate size placed at 600 mm centre to centre or part thereof, treated with antitermite and fire retardant paint and fixed to wall with rawl plugs. Item includes araldite or as approved adhesive, rubbing and polishing of edges as per the detail and drawings complete. The item also includes chamfering/ moulding, groove as shown in drawing etc. complete. Drawing No.DT-10/ED-03	5	sqm		
5.4	Providing and fixing 20mm thick urinal partition, made of two granite stone jointed together between urinals, mirror polished on both sides and all exposed edges Stone shall be fixed with concealed SS channels/stainless steel hold fasts and plastic rawl plugs embedded in cement concrete 1:2:4 (1 cement : 2 coarse sand : 4 stone aggregate 20mm size) etc. complete as per drawing (Basic rate of stone Rs. 1800 /- per Sqm FOR site)	3	sqm		
5.5	Providing and laying 18 to 20 mm thick polished M Green Granite stone of approved quality in flooring as per pattern detail and drawing laid over 20mm (average) mortar in cement in 1:4 (1 cement : 4 coarse sand) and joints finished with with white cement slurry mixed with matching pigment. The item also includes cutting and chamfering of edge, polishing etc complete as per drawing.				
i)	Gents Toilet, H Toilet, Toilet & Toilet Corridor	90	sqm		

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
5.6	Providing and laying 18 to 20 mm thick polished R Gold Granite stone of approved quality in flooring as per pattern detail and drawing laid over 20mm (average) mortar in cement in 1:4 (1 cement : 4 coarse sand) and joints finished with white cement slurry mixed with matching pigment. The item also includes cutting and chamfering of edge, polishing etc complete as per drawing.				
i)	Ladies Toilet	32	sqm		
5.7	Providing & laying Ceramics tile of approved make sample and laid in cladding without warpage, with 12mm thick cement mortar 1:3 (1 cement : 3 coarse sand) including joint filled with cement pigment and hacking the surface if required etc.complete as per design and drawing.(Basic cost of Tile Rs. 900/- per Sqm) (TOILETS)				
(i)	200mmx200mm Pixel Blanco, Ceramic tile	198	sqm		
(ii)	200mmx200mm Pixel Grey, Ceramic tile	24	sqm		
5.8	Providing and laying prepolished 18 to 20 mm thick polished Granite stone as approved sample in counter fixed with 20mm thick CM 1:4 (1 Cement : 4 Coarse Sand), machine cut-edges as per profile including making holes for Wash basin fittings and soap dispenser etc. of required shape in counter and the joints filled with white cement slurry mixed with pigment to match the shade of granite slab etc., complete as per drawings. (Basic rate of stone Rs. 1800 /- per Sqm FOR site)as per design and drawing.				
a)	M Green Granite stone (Gents Toilet, Handicap Toilet, Toilet)	8	sqm		
b)	R Gold Granite stone (Ladies Toilet)	7	sqm		
5.9	Specification same as above but using granite stone in Backsplash and facia of counter as per detail and drawing.				
a)	M Green Granite stone (Gents Toilet, Handicap Toilet, Toilet)	3	sqm		
b)	R Gold Granite stone (Ladies Toilet)	3	sqm		
TOTAL CARRIED OVER TO SUMMARY					

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
6.0	MISCELLANEOUS				
6.1	GLASS RAILING (Spigot Fixing System of d-line or approved equivalent make) Supply and installation of satin finish stainless steel railing having 316 Grade 38mm dia tube handrail modular and component based system having unified stem keys as connector between tube rail, 304 Grade 12x54mm flat members to be fixed at a minimum distance of 1500mm aprox. as per drawing, complete with all necessary bands and joints and erected with epoxy grouts on the floor (spigot fixing floor mounted system) having infill of 20mm toughened glass (height in between 900-1000mm)				
		8	Rmt		
	TOTAL CARRIED OVER TO SUMMARY				

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
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SUMMARY

S.NO	DESCRIPTION				AMOUNT
1.0	WALL PANELING				
2.0	FALSE CEILING WORK				
3.0	DOORS				
4.0	PAINTING AND FINISHING				
5.0	FLOORING				
6.0	MISCELLANEOUS				
	TOTAL				