

INDIAN BANK

Corporate Office, No. 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014

e-TENDER

FOR

**PROPOSED CONSTRUCTION OF BRANCH CUM
RESIDENTIAL BUILDING IN THE PLACE OF EXISTING INDIAN
BANK VELACHERY BRANCH AFTER DEMOLISHING OLD
BUILDING (Stilt + 5 Floors) AT
NEW DOOR No. 261, OLD DOOR No. 32/B,
VELACHERY MAIN ROAD,
VELACHERY, CHENNAI – 600042.**

VOLUME- III

SPECIAL CONTRACT CONDITIONS (SCC)

Tender ID: IB/VEL/CONTR/001/2024-25



General

The following Specific Conditions of Contract shall be read in conjunction with General Conditions of Contract. If there are any provisions in these Specific Conditions of Contract which are at variance with the provisions in the above mentioned documents, the provisions in these Specific Conditions of Contract shall take precedence.

1. Scope of Contract

The scope of work comprises of construction of residential buildings(Stilt + 5 Floors) including water supply, sanitary & plumbing, comprehensive Fire Fighting/Protection System, Internal & External Electrification, Lifts, CCTV, Solar Panel, EPABX, Telephone System, Data System, Site development works such as Internal road + Path & site leveling, sewer and storm water drainage works, landscape etc.

The scope of work also includes preparation of all detailed shop drawings, obtaining approvals at different stages from local authorities, electrical inspector, lifts inspector, water & sewer line connection, pollution, permission/approval for tree cuttings, permission for bore well, completion certificates, occupancy certificate guarantee and warranties as applicable and all other required statutory approvals/ clearances from relevant Statutory authorities.

2. Drawings

2.1. Tender Drawings

The tender drawings are for Tender Purpose only and are intended as a guide to the Bidder/ Contractor and give general layout of buildings and general information of the structures and general positions of utilities, services and equipment only. Contractor's quoted rate for any item should not be based on any measurement, quantity, and specification from these drawings. Any claim raised by the contractor in this regard shall not be valid in this contract and shall not be accepted by the ARCHITECT.

2.2. Issue and custody of drawings & specifications

The contractor on signing of contract shall be furnished free of cost two copies of all drawings and all further drawings issued during the progress of the works. The contractor shall keep one copy of all drawings at the works site and the Engineer-in-charge shall have, at all reasonable times, access to the same.

The drawings shall be provided to the Contractor as per the schedule (prepared at the start of the works and necessarily updated or revised from time to time) as mutually agreed by the Engineer-in-charge and the Contractor. Last major drawings may be provided as per the schedule prior to the stipulated date of completion and the Contractor, if found necessary, shall increase his resources and effort so as to complete the works within stipulated time.

From time to time during the course of contract revised drawings may be issued to the Contractor and the Contractor shall ensure that all superseded drawings are removed from site and stored in a lockable cabinet as directed by the Engineer-in-charge and replaced by revised drawings.

The Contractor shall maintain a complete up to date Register of drawings issued at site. All



drawings shall be properly numbered and indexed for ready reference. Superseded drawings should be properly identified.

The contractor shall ensure that only the valid up to date drawings are used for setting out, construction and preparation of as built drawings etc.

2.3. Bar Bending Schedule

Contractor shall prepare bar bending schedules and shall get them approved from the Engineer-in-charge or his authorized representative.

2.4. Working drawings/ Shop drawings/ Design:

The tender drawings listed in the tender documents are indicative for the purpose of detailing and requirement of the contract. The contractor shall take into consideration space allocated for equipment and material before ordering them to ensure that the equipment would fit in the space provided with necessary clearances required as per the relevant standard/ manufacturer's recommendations. In case of any difficulty it should be brought to the notice of the Engineer - in- Charge.

Detailing for shop drawings of services included in the scope of work of contractor will have to be done by the contractor based on the schematics and other details provided by the Architect. The work will be executed by the contractor based on the approved shop drawings from the concerned authority and accordingly contractor will be responsible for obtaining all required final NOC/ clearance from concerned authorities. These drawings and details shall also contain details of construction, size, arrangement, operating clearances, performance characteristics and capacity of all items of equipments and also details of all related items of work by other discipline.

The contractor shall submit to the Engineer-in-charge for approval details of all proposed equipment, accessories, equipment characteristics and capacity details of all equipment, accessories and devices etc. as per the specifications and obtain approval of the Engineer-in-charge.

In case there is delay in any drawings and design viz shop drawings, or specialized works drawings etc. to be supplied by the contractor, Engineer-in- Charge may ask the Contractor to make necessary changes, as required. In case of failure on the part of the contractor to carry out the directions of the Engineer - in- Charge action may be taken to get the needful done at the risk and cost of the Contractor. All drawings shall be signed by Contractor or their authorized representative with name, seal and date before submission to Engineer-in-charge.

2.4.1 Architect shall issue the Good For Construction (GFC) Drawings to the contractor.

2.4.2 The Contractor shall carry out and complete the said work in every respect in accordance with this Contract and with the directions of and to the satisfaction of the Architect / Engineer-in-charge. The Engineer-in-charge may in his absolute discretion and from time to time further issue drawings and/or written instructions, details, directions and explanations, which are hereafter collectively referred to as "Engineer-in-charge's Instructions" in regard to:

a. The variation or modification of the design, quality or quantity of items of works or the addition or omissions or substitution of any item.



- b. Any discrepancy in the drawings or between the bill of quantities and/or drawings and/or specifications.
- c. The removal from the site of any material brought thereon by the contractor and the substitution of any other material thereof.
- d. The removal and/or re-execution of any works executed by the contractor.
- e. The removal of any persons employed by the contractor on the site.
- f. The opening up for inspection of any work covered up.
- g. The amending and making good of any defects noticed during or after execution of the work.

The Contractor shall forthwith comply with and duly execute any work in compliance to above instructions provided always that verbal instructions, directions and explanations given to the contractor or his representative by the Engineer - in- Charge, shall, if involving a variation, be confirmed in writing by the Contractor within seven days, and if not dissented in writing within a further seven days by the Engineer - in- Charge, these shall be deemed to be Engineer - in- Charge's instructions within the scope of the contract.

2.5. Shop Drawings

2.5.1. The Contractor shall furnish for approval of the Engineer-in-charge three sets of detailed electrical (external & internal) sanitary, plumbing, firefighting (external & internal), Pump room & Shop drawings of all equipments and materials required to complete the work as per specifications well in advance. These drawings shall contain details of construction, size, arrangement, operating clearances, performance characteristics, and capacity of all items of equipment, as also the details of all related items of work of other trades. All shop drawings are to be made in accordance with latest fire safety norms and building codes.

2.5.2. All drawings necessary for assembly, erection, maintenance, repair and operation of the equipment shall be furnished and different parts shall be suitably numbered for identification and ordering of spare parts.

2.5.3. For any amendments proposed by Engineer-in-charge in the above drawings, the Contractor shall supply fresh sets of drawings with the amendments duly incorporated, along with the drawings on which corrections were indicated.

2.5.4. No material or equipment may be brought at Site until the Contractor has the approved Shop drawings for that particular material or equipment.

2.5.5. After approval of the drawings by the Engineer-in-charge and Architect, the Contractor shall further furnish three sets of Shop drawings for the exclusive use of and retention by the Engineer-in-charge.

2.5.6. Approval of drawings by the Engineer-in-charge and Architect shall not relieve the Contractor of any obligation to meet all the requirements of the Contract or of the correctness of his drawings. The Engineer-in-charge's approval of specific item shall not mean the approval of the assembly of which it is a component. The Contractor shall be responsible for and is to bear



the cost for all alternations of the works due to discrepancies or omission in the drawings or other particulars supplied by him, whether such drawings have been approved by the Engineer-in-charge or not.

2.5.7. Where the work of the Contractor has to be installed in close proximity to, or will interfere with the work of other trades, the Contractor shall assist in working out the space conditions to make a satisfactory adjustment. If so directed by the Engineer-in-charge, the Contractor shall prepare composite working drawings and sections to a suitable scale not less than 1:50, clearly showing how his work is to be installed in relation to the work of other trades. If the Contractor installs his work before coordinating with other trades, and it is cause for any interference with the work of other trades, he shall make all the necessary changes without extra cost.

2.5.8. All shop drawings and detail drawings will be made as per requirements of local authorities and tender drawings incorporating all latest regulations and requirements. No separate drawings will be, issued for making shop drawings.

2.5.9. Contractor shall submit shop drawings of Electrical & ELV services in the following manner:

- Floor layouts (false ceiling must be inserted) indicating light fixtures, switches, small power layouts etc., complete. All items must be numbered and separate identification marks must be given for power services.
- Distribution board schedule mentioning circuit number, wire size of circuit, quantity of items, room/location of circuit being fed, connected load of circuit, DB location, incoming cable size, total connected load details, incoming & outgoing circuit breaker details etc.
- For lighting & small power, separate layouts shall be submitted.
- Conduit layout shall be submitted separately for each services.
- Mounting heights of all items must be clearly indicated in the layouts.
- Cable route & size, cable tray route & dimensions etc. between DBs & panel boards shall be marked for each services in the layout.
- Position of floor electrical panels shall be marked in the layouts.
- Main single line diagram of electrical system shall be submitted. Main SLD shall provide arrangement of power intake, details of connected load, details of HT panel, transformers, DG set, Electrical panels, Cable size, etc.
- Site plan of external electrical services showing location of Substation, DG set, FP/DP structure, HT cable route, street lights, LT cable route etc. shall be clearly marked in the layout. Trench dimensions, dimensions of equipments, clearance between equipments/wall etc.
- Electrical earthing layout showing position of earth pits, earth conductor route
- Lightning protection system layout showing position of air terminal, horizontal conductor, down conductor, earth pit location etc.



- Floor layouts indicating position of ELV items CCTV cameras, speakers, Fire alarm devices, telephone outlets, data outlets, token system devices etc.
- Riser diagrams of CCTV, Public address, Fire alarm, telephone system, data system, token system etc.
- Coordination drawing shall be prepared by the contractor. All services above & below false ceiling must be inserted in the latest false ceiling layout. The layout shall clearly indicate all dimensional details of various equipments/services. Sectional details must be prepared where all services coincide at many places.
- A coordination drawing shall be prepared for external services also by inserting electrical, HVAC, water supply, drainage, firefighting, internal roads in the site plan. Sectional details must be prepared to provide dimensional details.

3. Disruption of Progress

3.1. The Contractor shall give 4 weeks, in advance, written notice to the Engineer-in-charge whenever planning or progress of the Works is likely to be delayed or disrupted due to non-issue of any drawing or order by the Engineer-in-charge. The notice shall give details of the drawings or order required explaining why and by when it is required and if any delay or disruption is likely to be suffered on that account.

3.2. If by reason of any failure or inability of the Engineer-in-charge to issue drawings/ order/ clarifications within 4 weeks of such notice by the Contractor and the contractor suffers delay, then the Engineer-in-charge, shall record the facts for any extension of time under respective clause of the agreement. Notwithstanding anything stated above, the Contractor shall not be eligible for any financial compensation arising due to any delay.

3.3. No compensation and/ or interest arising out of that, whatsoever shall be payable to the contractor for any damage by rains, lightening, wind, storm, floods, tornadoes, earthquakes, or any other natural calamities during execution of work and no claim on this account will be entertained for such damages.

4. Contractor's General Responsibilities

(a). Execution of works:

Pile details to be followed as per CPWD Specifications Vol 2 - 2019, SUB HEAD : 20.0, PILE WORK

Boring, providing and installation bored cast-in-situ reinforced cement concrete piles of grade M-30 minimum cement content of 400 kg/ cum of specified diameter and length below the pile cap, to carry a safe working load not less than specified, excluding the cost of steel reinforcement but including the cost of boring with bentonite solution and temporary casing of appropriate length for setting out and removal of same and the length of the pile to be embedded in the pile cap etc. by percussion drilling using **Direct mud circulation (DMC)** or Bailer and chisel technique by tripod and mechanical Winch Machine all complete, including removal of excavated earth with all its lifts and leads (length of pile for payment shall be measured up to bottom of pile cap).



The Contractor shall, subject to the provisions of the Contract, and with due care and diligence, execute and complete the Works & remedy any defects therein in accordance with the Contract. The Contractor shall provide all labour, including the supervision thereof, materials, Constructional Plant and Machineries and all other things, whether of a temporary or permanent nature, required in and for such execution, completion, maintenance and remedying of any defects, so far as the necessity for providing the same is specified in or is reasonably to be inferred from the Contract.

If the contractor finds any discrepancy in the drawings or between the drawings, bill of quantities and specifications, he shall immediately and in writing refer the same to the Engineer - in-Charge for clarifications who shall decide the matter.

The successful contractor is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the bill of quantities and rates instructions in respect of such additional items and their quantities will be decided as per the provision of the contract and issued in writing by the Engineer-in-charge.

The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the specifications as given in these documents and also in compliance of the requirements of the local public authorities and to the requirements/ satisfaction/ direction of the Engineer-in-charge and no deviation of any account will be permitted.

The contractor shall have to use materials from the makes / manufacturers specified in the list of materials of approved brand and/or manufacture contained in the contract documents and as approved by the Engineer - in- Charge. Wherever different pattern/ Design/ Quality of materials with same specification/ make as specified in the contract, is available in the market, Engineer-in-Charge will approve the pattern/ Design/ Quality of the material/ item which shall be final and binding on the contractor. The contractor shall supply samples of all the materials/ fittings/ fixtures proposed to be used in the work and obtain approval of the Engineer - in- Charge. These samples shall be retained at site till completion of the work. If subsequently it is found that approved material upon testing does not meet the requirement as specified in the contract the contractor shall get approval of alternate material.

(b). Samples & Approval of Materials

i. The Engineer-in-charge will not supply any materials required for execution of the Works under this Contract. The Contractor must, therefore, make his own arrangements for timely procurement of various materials including steel and cement.

ii. Prior to ordering any equipment/ material/ system, the Contractor shall submit to the Engineer-in-charge the catalogues, along with samples from approved list of manufacturers. No material shall be procured without written approval of the Architects.

iii. Prior approval of each and every material including steel cement, aggregate, bricks, tiles, AAC block, solid block etc., complete or any other fittings & fixtures shall be taken by the contractor from the Engineer-in-charge. Samples for all the materials to be used in the work shall be got approved from Engineer-in-charge before their bulk procurement. Samples approved shall be kept in the sample room till the completion of the work.

iv. All materials used on the Works shall be new and of the approved quality and make available, conforming to the relevant specifications of the contract. Prior approval shall be



obtained in writing from the Engineer-in-charge for all materials proposed and when necessary, approved samples duly identified and labeled shall be deposited with the Engineer-in-charge and shall be kept in the sample room at Site. List of approved make indicates make/ manufacturer generally acceptability. Final choice of make/ manufacturer of material & models shall be with the Engineer-in-charge.

(c). Material and Equipment

- i. All material and equipment shall conform to the relevant Indian Standards and bear IS marking where ever applicable.
- ii. Where interfacing is involved, both equipments shall be mutually compatible in all respects.
- iii. Where an item of equipment, other than as specified or detailed on the drawings, is approved by Engineer-in-charge, requires any re-design of the structure, partitions, foundation, piping, writing or any other part of the mechanical, electrical or Architectural layout, all such re-design, and all new drawings and detailing required therefore, shall be prepared by the Contractor at his own expense and approval obtained from the Engineer-in-charge.
- iv. All similar equipment, materials, removable parts of similar equipment etc. shall be interchangeable with one another.

(d). Approved makes for materials and vendor list

The contractor shall procure materials amongst the vendors as mentioned in the approved make lists enclosed with Volume IV. In case a material is not available from any of the vendors in the enclosed vendor lists, the contractor may intimate and submit details of source from where the contractor wishes to procure the material, along with complete details and the particular material shall be got approved from the Architect before procurement.

(e). Safety in Construction

The contractor shall employ only such methods of construction, tools and plant as are appropriate for the type of work or as approved by Engineer-in-Charge in writing.

The contractor shall take all precautions and measures to ensure safety of works and workmen and shall be fully responsible for the same. Safety pertaining to construction works such as excavation, centering and shuttering, trenching, blasting, demolition, electric connections, scaffolds, ladders, working platforms, gangway, mixing of bituminous materials, electric and gas welding, use of hoisting and construction machinery shall be governed by the Safety code, relevant safety codes and the direction of Engineer-in-Charge

(f). Adequacy, stability and safety:

The Contractor shall be fully responsible for the adequacy, stability and safety of all site operations and methods of construction, the contractor shall ensure that all safety norms are followed as per contractual and other statutory requirements.

(g). Temporary works and arrangements:



The Contractor shall furnish to the Engineer-in-charge full particulars i.e. site location and area required including drawings, etc. of all temporary works necessary for the execution of the works and shall give adequate time to the Engineer - in- Charge for his approval. The Contractor shall be solely responsible for the stability and structural safety of all temporary works including obtaining statutory approvals and payment of statutory fees, if any. Should it be necessary to shift the temporary works to some other place during the execution of the works, the Contractor shall do so, at his own cost.

(h). Initial and Final Clearance of site for temporary works:

The Contractor shall be responsible for the clearance of the site of all scrub, debris, rubbish, etc. to be removed off site to a location to be provided by the contractor and approved by the Engineer- in-charge. However, no trees shall be removed without the prior permission of the Engineer-in-charge. The structures, services and works required to be demolished and removed shall also be removed off site to a location as mentioned above. The Contractor shall obtain necessary permissions and approvals from the local authorities for such disposals. The demolition shall include digging, excavating and removal of substructures, foundations and buried works. The cost of all this shall be included in the rates quoted by the Contractor.

The above is applicable for all site offices, labour camps, and godowns etc., which are not required after the work is completed.

(i). Storage, Cleaning and Dewatering

The Contractor shall at all the times during construction keep the Site clean and free from all debris and unwanted materials on a daily basis as per instructions of the Engineer-in-charge.

Storage of materials shall be in an organized manner and in proper compartments as directed by the Engineer - in- Charge. Storage on suspended floors shall not be permitted unless specifically approved in writing by the Engineer-in-charge for specific materials in specific locations and in approved manner. The Engineer-in-charge shall be furnished with load details, if requested, before seeking approval for storage.

Regular cleaning operations shall be undertaken to remove all dust, debris, waste materials etc. A cleaning schedule shall be maintained.

The Contractor shall make his own arrangement for storage of those materials, which can be accommodated at site. Contractor shall be fully responsible for safe custody of the same. Materials shall be considered as "Delivered at Site" only after the physical presence of materials at site are verified by the Engineer-in-charge. Storage of materials/ equipment elsewhere shall not be considered as "Delivered at Site."

The Contractor shall be responsible to keep entire site free from water due to water coming from any source at any level and shall protect all materials and works from being damaged by the water from any source. Contractor shall make proper arrangements for drainage prior to use of water for curing, testing, cleaning etc.

Any expenditure incurred by the Contractor in fulfillment of his obligations under this sub-clause shall be deemed to have been included in the financial bid and subsequent contract.



5. Watch & Ward and Lighting

The Contractor shall throughout the execution and completion of the Works and the remedying of the site and the Works and the remedying of any defects therein have full regard for the safety of all persons entitled to be on the site and keep the site and the Works in an orderly state to avoid any accident or danger and provide safety measures, lights, guards, fencing and barricades where ever necessary or required by the Engineer-in- charge, or by any duly constituted authority, for the execution and for the protection of the Work, and/or for the safety and convenience of the public or others and take all reasonable steps to protect the environment on and off the site and to avoid damage or nuisance to person or property of the public or others resulting from pollution, noise and other causes etc. at his own cost.

6. Care of Works

From the commencement to the certified completion of the whole of works, the contractor shall be responsible for the care, safety and maintenance of the works executed under the contract thereof and of all temporary works. In case of any damage/ loss or injury shall happen to the works or to any part thereof or to any temporary works from any cause whatsoever save and except the expected risks, the contractor shall at his own cost repair and make good the same, so that on completion the works shall be in good order and condition in conformity to every respect with the requirements of the contract. The contractor shall also be liable for any damage to the works occasioned by him including his subcontractors in the course of any operations carried out by him for the purpose of completing any outstanding work and complying with his obligations under the Contract. In case of failure on the part of the contractor the damage/ loss/ injury shall be made good by the ARCHITECT at the risk and cost of the contractor.

7. Force Majeure:

Any failure or delay in the performance by either party hereto of its obligations under his Contract shall not constitute a breach thereof or give rise to any claims for damages if, and to the extent that it is caused by occurrences beyond the control of the party affected, namely, acts of God, floods, explosions, wars, riots, storms, earthquakes, insurrection, pandemic, epidemic or other natural disasters. The party so affected shall continue to take all actions reasonably within its power to comply as far as possible with its obligations under this Contract. The affected party shall promptly notify the other party after the occurrence of the relevant event and shall use every reasonable effort to minimize the effects of such event and act in all good faith with due care and diligence.

8. Contractor's Superintendence

(a). The contractor shall be solely responsible for the means, methods, techniques sequence and procedure of construction. The Contractor shall be responsible to see the completed work complies accurately with the Contract requirements. The Contractor shall provide all necessary superintendence during the execution of the Works as per contractual provisions.

(b). Contractor's Representative for Execution & Coordination of Works

The Contractor shall ensure his presence at site all times during working hours throughout the course of the Contract or depute a Competent representative who shall be empowered to receive instructions from the Engineer - in- Charge in respect of all matters likely to arise in connection with the execution & coordination of the works at the site. Contractor's Authorized



Representative shall take joint measurements and sign the measurement books / bills. Any direction, explanations, instructions or notices given by the Engineer-in-charge to such representative shall be held to be given to the Contractor. In case of absence of said Representative other alternative representative should also be mentioned having same responsibilities.

The contractor should submit curriculum vitae (CV) of the key personnel proposed to be deployed at site as per Schedule “F” of GCC for supervision and execution of work.

The contractor under normal circumstances would not be allowed to replace the key personnel during the execution of the contract. However, for any reasons, due to unavoidable circumstances if it becomes necessary in the interest of the project to replace any one / all the above key personnel the contractor must submit the CV of the new personnel (having qualifications and experience as per requirement of the contract) to Engineer-in-Charge for their approval.

A list of all technical and key personal staffs must be submitted to the Engineer- in-Charge with their area of work/ responsibility with verified signature and the link persons to receive the instructions at site (in case the main person was not found at site) during the inspection by representative of Engineer-in-charge. Any staff of contractor found incapable/unsuitable to execute the assigned work shall be replaced by the Contractor if desired by the Engineer-in-Charge.

(c). Contractor’s Employees

The Contractor shall employ competent Engineering staff/ technical assistants/ technicians who are qualified, skilled and experienced in their respective trades, to ensure proper supervision, quality & output of the work they are required to supervise. No child labour shall be employed on the work. All the skilled semi-skilled and unskilled labour shall work under the sole guidance of the contractor/his representative.

Removal of Contractor’s Employees

The Contractor shall on the direction of the Engineer-in-Charge immediately remove from the work any person employed thereon by him who may, in the opinion of the Engineer-in-Charge has misconducted himself and such person shall not be again employed on the works without the permission of the Engineer-in- charge.

(d). Unauthorized Persons

No unauthorized persons shall be allowed on the site. The contractor shall provide complete security arrangement for the campus during construction to avoid trespassing. The Contractor shall ensure all such persons are kept out and shall take steps to prevent trespassing. However the contractor will make sure to provide free access at any time for Engineer-in-charge / ARCHITECT / Architect / Client to the site and other working places.

9. Compliance with Statutes, Regulations, Etc.

The contractor shall conform to the provisions of all statutes, ordinance, laws, acts of the legislature relating to the works, and to the regulations and by-laws of any local or other duly constituted authority and of any water, electric supply and other companies and/or authorities



with whose systems the structure is proposed to be connected. The Contractor shall keep the ARCHITECT indemnified against all fines or penalties or liability of every kind for breach of any such statutory ordinance, law act of the legislation, regulations, and byelaws as aforesaid.

The contractor shall before making any variations from the drawings or specifications that may be necessitated by such regulations, give to the Engineer- in-charge written notice, specifying the variation proposed to be made and the reasons for making it and apply for instructions thereon. The contractor will not execute any work without written permission from the Engineer- in- charge

The contractor shall bring to the attention of the Engineer-in-charge any specific requirement of the local authorities or any notice required for execution by virtue of such acts, regulations or bye-laws of such authority, or public office. All fees that may be chargeable in respect of these works shall be reimbursed by the Client on production of authorized receipts with recommendation by ARCHITECT.

10. Setting out

The contractor shall be responsible for the true and proper setting-out of the Works in relation to original points, lines and levels or reference issued by Engineer-in-charge in drawing or in writing and for the correctness, subject as above mentioned, of the position, levels, dimensions and alignment of all parts of works and for the provision of all necessary instruments, appliances and labour in connection therewith. If, at any time during the progress of the works, and during defects liability period, any error shall appear or arise in the position, levels, dimensions or alignment of any part of the Works, the Contractor, on being required to do by the Engineer-in-charge and/ or his authorized representative shall at his own cost, rectify such error to the satisfaction of the Engineer-in-charge. The checking of any setting out or of any line or level by the Engineer-in-charge not in any way relieve the Contractor of his responsibility for the correctness thereof. The Contractor shall carefully protect and preserve the benchmarks; sight-rails, pegs and other things used in setting-out the Works. Any rectification works required should be done by the Contractor at his own cost.

11. Quality of Materials, Workmanship and Test

(a). All the materials used in the work shall be subjected to the mandatory tests as per frequency mentioned in CPWD Specification and as prescribed in the specification detailed in Schedule F of the General Conditions of Contract and other specifications referred to in the contract and workmanship shall be the best of the respective kinds described in the Contract and in accordance with the Engineer-in- charge's instructions and shall be subjected from time to time to such tests as the Engineer-in-charge may direct at the place of manufacture or fabrication or on the Site or at an approved testing laboratory. The source of supply and/ or manufacturing within/ outside India may be inspected by the Engineer-in-charge or any representative as nominated by the ARCHITECT. The expenditure on this account is deemed to be included in the rate quoted. (Test to be done with NABL accredited labs or Govt. Institutions Approved by ARCHITECT)

The contractor shall upon the instruction of the Engineer-in-charge's representative furnish him with documentation to prove that the materials & goods comply with the requirements of contract and for requirement stated above. The Engineer-in- charge may issue instruction in regard to removal of material from site or any work, if these are not in accordance with the contract. The contractor shall provide such assistance, instruments, machinery, labour and



materials as are required for examining, measuring, sampling, testing of material or part of work.

The Engineer-in-charge may carry out **Third Party Quality Assurance /Audit by an independent agency/ individual/firm/institute** at any time appointed by client / ARCHITECT. The agency will be permitted and offered all support related to site inspection by the Contractor. Observations/ discrepancies noticed by third party quality assurance/audit shall be attended by the contractor at his own cost and compliance report to be submitted to the Engineer-in-charge. No compensation and /or any interest arising out of that shall be payable due to any delay during the technical audit till receipt of satisfactory report from the audit agency which shall be a pre-requisite for release of final bill payments.

In addition to the above, technical inspection team of ARCHITECT / CLIENT shall conduct site inspection during the progress of work. The observations/modifications/repairs instructed by CLIENT shall be done by the contractor at his own cost. The contractor is also bound to do the tests as per the direction of CLIENT at his own cost.

(b). Samples

i) All samples of materials and/or items of works in adequate numbers, sizes, shades & pattern as per specifications shall be supplied free of charge by the contractor without any extra charge. All other expenditure required to be incurred like conveyance for taking the samples for testing at the laboratory, packing, etc, shall be borne by the contractor. If the test results do not conform to the specifications and standards laid down, the materials shall be rejected, the contractor shall remove such materials from site. The laboratory for testing of samples shall be decided by the Engineer – in charge, whose decision shall be final and binding. A register shall be maintained for the materials brought to site, tested and test results shall be recorded and verified by Engineer-in-charge.

ii) Contractor shall submit Samples to the Engineer-in-charge for approval. If certain items proposed to be used are of such nature that samples cannot be presented or prepared at the site, detailed literature/ test certificate of the same shall be provided to the satisfaction of the Engineer-in-charge. Each Sample will be identified clearly as to material, Supplier, pertinent data such as catalogue numbers and the use for which intended and otherwise as the Engineer-in-charge may require to review the submittals for the limited purposes required by paragraph (d) below. The numbers of each sample to be submitted will be as specified in the Specifications, or as shall be specified by the Engineer-in-charge. Material approved by Engineer-in-charge shall be recorded by the contractor in a register and the same shall be certified / verified by Engineer-in-charge

iii) Submittal Procedures

1. Before submitting each Sample, Contractor shall have determined and verified all materials with respect to intended use, fabrication, shipping, handling, storage, assembling and installation pertaining to the performance of the Work and All information relative to Contractor's sole responsibilities in respect of means, methods, techniques, sequences and procedures of construction and safety precautions and programmes incident thereto.

2. Each submittal will bear a specific written indication that Contractor has satisfied Contractor's obligation under the Contract Documents with respect to Contractor's review and approval of that submittal.



3. At the time of each submission, contractor shall give the Engineer-in-charge specific written notice of such variations, if any; that the sample submitted may have from the requirements of the contract document. Such notice shall be separate from the submittal and in addition shall cause a specific notation to be made on each sample submitted for review and approval of each such variation

iv) Review and Approval:

1. Sample shall be reviewed and approved only to determine if the items covered by the submittals will, after installation or incorporation in the work, conform to the information given in the contract documents and be compatible with the design concept of the completed project functioning as a whole as indicated by the contract documents, drawings.

2. Review and approval will not extend to means, methods, techniques, sequences or procedures of construction. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions. Contractor shall make corrections required by Engineer-in-charge and shall submit as required new Samples for review and approval. Contractor shall direct specific attention in writing to revisions other than the corrections called for & by the Engineer-in-charge on previous submittals.

3. Above referred review and approval of Samples shall not relieve Contractor from responsibility for any variation from the requirements of the Contract Document unless Contractor has in writing called the Engineer-in-charge attention to each such variation at the time of submission as specified above and received written approval of each such variation by specific written notation thereof incorporated in or accompanying the Sample approval; nor will any approval by Engineer-in-charge relieve Contractor from responsibility for complying with the requirements of contract.

4. Only when the samples are approved in writing by the Engineer-in-charge, the contractor shall proceed with the procurement and installation of the particular material/ equipment. The approved samples shall be signed by the Engineer-in-charge for identification and shall be kept on record at site office until the completion and acceptance of the work and shall be available at the site for inspection / comparison at any time. The contractor shall keep with him a duplicate of such samples to enable him to process the matter.

5. For items of works where the samples are to be made at the site, the same procedure shall be followed. All such samples shall be prepared at a place where it can be left undisturbed until the completion of the project.

6. The Engineer-in-charge shall communicate his comments/ approval to the Contractor to the samples at his earliest convenience. Any delay that might occur in approving of the samples for reasons of its not meeting with the specifications or other discrepancies, inadequacy in furnishing samples of appropriate quality from various manufacturers and such other aspects causing delay on the approval of the materials/ equipment's etc., shall be ascribable to the account of the contractor. In this respect the decision of the Engineer-in-charge shall be the final.

v) On delivery of the supplies of materials/ equipments for permanent works at the site, the contractor shall specifically arrange to get the supply inspected by the Engineer-in-charge and compared with the approved sample and his specific approval obtained before using the same in the work.



vi) Cost of Tests

The cost of making any test shall be borne by the Contractor as intended by or provided for the Contract or as found necessary by the Engineer-in-charge for ascertaining whether the quality of materials intended to be used by the Contractor in the Works is acceptable, whether any finished or partially finished work is appropriate for the purposes for which it was intended to fulfill.

vii) Testing facilities

The Contractor shall, at his own cost, provide testing facilities as per CPWD specifications and IS Codes at site as stipulated in the General conditions of the contract (GCC) or as directed by the Engineer-in-charge including staff required for testing. The tests shall be carried out jointly in the presence of Engineer-in-charge or his representative and the contractor or his representative.

The contractor shall also provide suitable weighing and measuring arrangement and testing instruments and machines for testing of materials and cubes at site as per details given in GCC.

The contractor shall carryout all the mandatory tests and shall maintain records of testing & checks of material, in formats, checklists etc. to be given by Engineer-in-charge. All such records shall be maintained jointly by the contractor and Engineer-in-charge these shall remain under the custody of the Engineer-in-charge.

The laboratory shall be connected to the main potable water, electricity and other Services.

Some of the mandatory tests for each item of work and /or materials shall be carried out in approved outside laboratory as directed by the Engineer-in-charge. The Contractor shall bear the entire cost of testing charges for samples of items of work and /or materials and also the other expenditure towards making samples, packaging, and transport etc.

The materials brought at site of work shall not be used in the work before getting satisfactory test result as per relevant mandatory tests, detailed in the relevant CPWD specifications and BIS codes or as per directions of EIC.

12. Absence of Specifications

If the nomenclature of any item does not contain particulars of materials and works which are necessary for its proper execution, all such materials shall be supplied and item shall be executed by the Contractor without extra charge over the quoted rates and If the Contractor requires any information, he shall request in writing well in advance to commencement of the particular work to the Engineer-in-charge who will clarify the issue within a reasonable time.

13. Obtaining Information's related to Execution of work

No claim by the Contractor for additional payment will be entertained which in consequent upon failure on his part to obtain correct information as to any matter affecting the execution of the works, nor will any misunderstandings or the obtaining of incorrect information or the failure to obtain information relieve him from any risks or from the entire responsibility for the fulfillment of the contract.



14. Access for Inspection

Persons nominated by Engineer-in-charge shall at all reasonable times have free access to work and/ or to the workshops, factories or other places where materials are lying or from which they are being obtained and the Contractor shall extend necessary service to Engineer-in-charge and their representatives every facility necessary for checking measurements, inspection and examination and test of the materials and workmanship.

15. Examination of Work before covering up

(a) No part of the works shall be covered up or put out of view without the written approval of the Engineer-in-charge and the contractor shall give due notice to the Engineer-in-charge whenever any such work or foundation is or ready or about to be ready for examination and the Engineer-in-charge shall, examine and measure any work before it is covered up or put out of view and to examine foundations before further work is placed thereon.

(b) Uncovering and making openings

The contractor shall uncover any part or parts of the works or make openings in or through the same as the Engineer-in-charge may direct from time to time and shall reinstate and make good such part or parts to the satisfaction of the Engineer-in-charge at his own cost.

16. Assignment

The contractor shall not, without the prior consent of the Engineer-in-charge assign the Contract or any part thereof, or any benefit or interest therein or there under, otherwise than by:

- A change in favour of the Contractor's bankers of any money due or to become due under the Contract, or
- Assignment to the Contractor's insurers (in case where the insurers have discharged the Contractor's loss or liability) of the Contractor's right to obtain relief against any other party liable.

The Contractor shall not sub-contract the whole of the Works. Also, the Contractor shall not subcontract any part of the works without the prior consent of the Engineer-in-charge, except where otherwise provided under the Contract. Any such consent shall not relieve the Contractor from any liability or obligation under the Contract and he shall be fully responsible for the quality of the work executed and acts, omission and commission, defaults and neglects of any Subcontractor, his agents, servants or workmen as if these were the acts, defaults or neglects of the Contractor, his agents, servants or workmen. Such Permission may be granted only for the specialized work etc and the decision of Engineer-in-charge shall be final.

17. Claims

The contractor shall submit to the Engineer-in-charge monthly statement giving full details of claims for any additional payments for extra or additional / substituted work ordered by the Engineer-in-charge which he has executed during the preceding month, to which the contractor may consider himself entitled supported with analysis of rates being claimed failing which the contractor shall be deemed to have waived his right. The Engineer-in-charge may authorize



consideration of such claims on merits on production of sought out documents/ vouchers etc.

18. Secured Advance : Not Applicable

19. (a) Inspection & Testing during manufacture

The Engineer-in-charge shall be entitled to inspect, examine and test during manufacture the materials and workmanship and check the progress of manufacture of all fabrication materials to be supplied under the contract on the contractor's premises during working hours, and if part of the said materials is being manufactured on other premises, the contractor shall obtain for the Engineer-in-charge permission to inspect the same at such premises. This inspection, examination or testing shall not relieve the contractor from any obligation under the contract.

(b) Dates for Inspection & Testing

The dates of Inspection & Testing, after receipt of written request by the Contractor, shall be mutually agreed by the Engineer-in-charge and the contractor.

(c) Facilities for Testing at Manufacturer's Works

Where the contract provides for tests on the premises of the contractor or of any sub- contractor the contractor shall provide such assistance, labour, materials, electricity, fuel, stores, apparatus and instruments as may be required and as may be reasonably demanded to carry out such tests.

(d) Rejection

If as a result of such inspection, examination or test of the works (other than a Test on Completion the Engineer-in-charge shall decide that such material is defective or not in accordance with the contract he shall notify the contractor accordingly stating in writing his observations and reasons thereof. The contractor shall with due diligence make good the defect and ensures that the material complies with the Contract. Thereafter, if required by the Engineer-in-charge, the tests shall be repeated under the same terms and conditions till satisfactory results are made available.

(e) Delivery of Equipment

The contractor shall be responsible for all materials and equipment brought at site for the purposes of the contract. Unless the Engineer-in-charge directs, no material shall be brought to the site which is not required for execution of the work.

(f) Inspection & Testing and Re-inspection

All deficiencies revealed by testing and inspection shall be rectified by the contractor at his own expense and to the satisfaction and approval of the Engineer-in-charge. Rectified components shall be subject to re-testing till desired results are obtained.

(g) Inspection Reports

The contractor shall provide the Engineer - in- Charge with five copies of reports of all inspection and tests.



20. Physical and Virtual Completion of Work

When the whole of the Work is physically and virtually complete and has satisfactorily passed required tests that may be prescribed under the Contract:-

- a) The contractor shall give a written notice to this effect within 10 days of completion along with an undertaking to rectify any defects that may be found during inspection. The Engineer - in- Charge shall jointly inspect the work with the contractor within 30 days of receipt of such notice.
- b) The Engineer-in-charge shall inspect the works completed to see if they are in such a condition so as to be put to its proper or other intended final use and / or occupied without any short comings and no major or minor items of works are remaining which in the opinion of the Engineer-in-charge will cause undue difficulties in satisfactory use/ occupation of the works.

21. Provisional Acceptance and Certificate of completion

21.1 Provisional Acceptance and Issue of Certificate of Physical Completion of work

The work shall be deemed to have been physically completed and provisionally accepted after fulfillment of all the following by the Contractor.

- i) Physical completion of all works and obtaining all required approvals from the statutory authorities as required for occupation and use of the works and handing over such certificates to the Engineer-in-charge
- ii) Submitting As-Built Drawings, Catalogues, Brochures, and Data Sheets, manuals in the form as directed by Engineer in Charge
- iii) Issue of Certificate of Physical Completion by the Engineer-in- charge & Client as specified in clause 8 of GCC.

21.2 Certificate of Final Completion

The contract shall not be considered as completed until a Certificate of Final Completion has been issued by the Engineer-in-charge stating that the Works have been completed to his satisfaction and / rectifying of defects have been satisfactorily completed.

The composite work shall be treated as complete when all the components of the work are complete. The Certificate for Final Completion of the Composite work shall be recorded by the Engineer-in-charge after obtaining/ recording of completion certificate of all the components.

The Engineer-in-charge shall give the Certificate for Final Completion ON FULFILMENT OF FOLLOWING:

- Contractor has rectified all defects noticed by the Engineer –in –charge and as specified in the Provisional completion certificate.
- Contractor shall have removed from the premises on which the work is executed all scaffolding, surplus materials, rubbish and all huts and sanitary arrangements required for his/their work people on the site in connection with the execution of the works



- Cleaned off the dirt from all wood work, doors, windows, walls, floor or other parts of the building, in, upon, or about which the work is executed or of which he may have had possession for the purpose of the execution.

Provided always that the issue of the Certificate of Final Completion shall be a condition precedent to payment or return to the Contractor the security deposit and/ or Performance security in accordance with the conditions set out in the contract.

22. The contractor shall give performance test of the entire work as per standards specifications before the work is finally accepted and nothing extra whatsoever shall be payable to the contractor for the tests.

23. The contractor shall maintain in perfect condition all works executed till the completion of the entire work allotted to him. Where phased handing over of completed portion of the work is required by the Engineer – in – charge, the provisions mentioned for completion of entire work will apply to each phase.

24. Defect after completion

(a). **General**

Any defect, shrinkage, settlement or other faults that may appear within the “Defects Liability Period” which in the opinion of the Engineer-in- charge are due to materials or workmanship not in accordance with the contract, shall be rectified as per the directions in writing of the Engineer-in- charge to the Authorized representative of the contractor within such reasonable time as shall be specified therein by the contractor, at his own cost. In case of default, the Engineer-in-charge may employ any person’s to amend and make good such defects, shrinkage, settlements or other faults and all expenses consequent thereon or incidental thereto shall be borne by the contractor. Such damages, losses and expenses shall be recoverable from the bills due or may be deducted from any money due to or that may become due to the contractor. If no amount is available to the credit of contractor, the Engineer-in- charge may recover the amount from the dues of the contractor from any other contract made by the Contractor with the Engineer-in-charge with any government/ department.

(b). **Execution of work of repair etc.**

Any defects, shrinkage, settlement or other faults which may appear or be noticed within the defect liability period, and arising in the opinion of the Engineer-in-charge from materials or workmanship not having in accordance with the contract, shall upon the direction in writing of the Engineer-in-charge’s representative and within such reasonable time as shall be specified therein and without any delay, be amended and made good or replaced by the contractor at his own cost.

(c). **Cost of Execution of Work of Repair, Etc.**

All such works shall be carried out by the Contractor at his own expense if the necessity thereof shall, in the opinion of the Engineer-in- charge, be due to the use of materials or workmanship not in accordance with the Contract, or due to neglect or failure on the part of the Contractor to comply with any obligation, expressed or implied, on the Contractor’s part under the Contract

(d). **Contractor’s personnel to be at site**



During the defects liability period the contractor shall depute at least one of his authorized representative at site along with required tradesmen to attend the defects to the satisfaction of Engineer-in-charge / ARCHITECT / Client.

25. Works by Other Agencies

The Engineer-in-charge reserves the right to use premises and any portion of the site for the execution of any work not included in this contract which it may desire to have carried out by other persons simultaneously, and the contractor shall allow the reasonable facilities for the execution of such work, but shall not be required to provide any plant or material for the execution of such work except by special arrangement with the other agency. Such work shall be carried out in a manner so as not to impede the progress of the works included in the contract, the contractor shall not be responsible for any damage or delay which may happen to or occasioned by such work.

The contractor shall co-operate with other agencies working in the same project, and coordinate his plans and time schedules so that there will be no interference. The Contractor shall forward to the Engineer-in-charge all correspondences and drawings exchanged. Failure to check plans for conditions will render the Contractor responsible for bearing the cost of any subsequent changes found necessary or damages done.

The Engineer-in-charge shall not entertain any claim on account of the Contractor affording necessary facilities to execute the work simultaneously with other agencies executing the works for the same project. Delay in execution attributable due to other agency works engaged by client / ARCHITECT shall have to be intimated by the contractor immediately on occurrence and only extension of time shall be considered by the Engineer-in-charge based on the merits of the request and no additional compensation and /or interest shall be payable.

26. Dues not paid by the Contractor

The contractor shall pay all dues or fees to Statutory authorities and Electric and Water supply authorities etc. within due period and indemnify the ARCHITECT / Client and the Engineer-in-charge from any claims or compensations or penalties or damages arising out of non- payment of any such dues or fees. However, in case some dues or fees are not paid by contractor and or claims for compensations or penalties etc. are raised by the Statutory authorities, the ARCHITECT / Client may deposit the required amount or any or all of the above and recover or deduct the same from any money payable to the contractor by the ARCHITECT / Client or any other means available to the ARCHITECT / Client such as bank guarantee.

27. Urgent Repairs

If, by reason of any accident, or failure, or other event occurring to or in connection with the works, or any part thereof, either during the execution of the works, or during period of Defects Liability any remedial or other work or repair, shall, in the opinion of the Engineer-in-charge be urgently necessary for the safety of the Works and the Contractor is unable or unwilling to do such work or repair despite notice, the Engineer-in-charge may employ and pay other persons to carry out such work or repair as the case may be and may consider necessary. If the work or repair so done by the other agency is the work which, in the opinion of the Engineer-in-charge the Contractor was liable to do at his own expense under the Contract, all expenses incurred by Other agency in so doing shall be recoverable from the Contractor by the Engineer-in-charge, or shall be deducted by the Engineer-in- charge from any monies due or which may become due



to Contractor.

28. Boreholes & Exploratory Excavation

If, at any time during the execution of the Works, the Engineer-in-charge shall require the Contractor to make boreholes or to carry out exploratory excavation, such requirement shall be ordered in writing and shall be deemed to be an additional ordered under the provisions unless a provisional sum in respect of such anticipated work shall have been included in the schedule of items.

29. Fossils, Etc.

All fossils, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological interest discovered on the site of the works shall be the property of the Government.



30. Plant Temporary Works & Materials

(a.) Plant, etc. Exclusive use for the Works

All Constructional Plant, Temporary Works and materials provided by the Contractor shall, when brought on to the Site, be deemed to be exclusively intended for the execution of the Works and the Contractor shall not remove the same or any part thereof except for the purpose of moving it from one part of the Site to another, without the consent, in writing of the Engineer-in-charge, which shall not be unreasonably withheld.

(b.) Removal of Plant etc.

Upon completion of the Works, the Contractor shall remove from the Site all the said Constructional Plant and Temporary Works remaining thereon and any unused materials provided by the Contractor, within 10 days of obtaining the completion certificate/ Virtual completion of the work.

31. Reports by Contractor

(a.) The Contractor shall submit **detailed programme schedule in MS Project**, indicating the duration of each item of the work, for the complete work within 25 days of award of work or as per Clause 5 of the GCC, whichever is earlier, for approval by the Engineer - in- Charge. On the basis of approved programme schedule contractor shall submit Progress Charts by the 5th day of every month. Soft copy of MSP shall be supplied whenever demanded by the Engineer-in-charge.

(b.) In case progress as scheduled in the construction programme in MSP is not achieved on the target date for stage payment due to occurrence of deviation in items or delay in execution, the programme schedule may be revised in advance as instructed by Engineer in charge and as per clause 5 of GCC. The revision in programme schedule shall be intimated to ARCHITECT & CLIENT prior to the target date.

(c.) The Contractor shall submit Daily Progress Report, Weekly Progress Report through soft copy and Monthly Progress Report in triplicate in format as approved by Engineer-in-charge. Failure to submit reports may result in holding up or delay in Payment of bills.

(d.) **Monthly Progress Photographs:-** The Contractor shall arrange at his own cost to maintain a progress record of the works by taking postcard size colour photographs (preferably digitized photographs) 6 Nos. or more per month per block as directed by the Engineer-in-charge during the construction stages and after completion shall supply three sets at no extra cost. The Contractor will be required to submit monthly reports on the progress of his work as per the format approved by the Engineer-in-charge.

(e.) The Contractor shall prepare Weekly Reports of planned and actual progress of work and subsequent week's scheduled work. These will also include material procurement status. These reports shall be submitted to the Engineer-in-charge & shall be reviewed in Weekly Co-ordination Meetings.

(f.) The Contractor shall file daily category-wise labour report to the Engineer-in- charge. The report shall indicate scheduled requirement against actual strength.



(g.) The contractor shall maintain daily weather record. Daily maximum and minimum temperature and corresponding, humidity shall be recorded and charted. Rainy days shall be recorded when the rain lasting more than one hour hampers the work. Any other inclemency in weather shall be recorded. The records shall be regularly shown to the Engineer-in-charge and his signature obtained.

32. Every care has been made to include all the aspects/ terms and condition in these documents. However, during execution, if any issue arises, which has not been included in these documents then standard norms / rules & regulations/ terms & conditions as prevalent in CPWD shall be followed which shall be binding on both the parties.

33. **Audit and Technical Examination**

The ARCHITECT/ Engineer-In-Charge/ CLIENT shall have the right to cause Audit and Technical Examination of the works and the running account bills and final bills of the contractor including all supporting vouchers, abstracts, records / reports maintained at site etc. to be made as per payments of the RA bill / final bill and if as a result of such Audit and Technical Examination the sum is found to have been overpaid in respect of any work done by the contractor under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over payment and it shall be lawful for the Engineer-in-charge to recover the same from the Security Deposit or Performance Security of the contractor or from any dues payable to the contractor. If it is found that the contractor was paid less than what was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid without any interest on the amount /due payable.

In the case of any audit examination and recovery consequent on the same the contractor shall be given an opportunity to explain his case and the decision of the Engineer-in-charge shall be final. Payment on this account will be recovered from the contractor.

In the case of Technical Audit, consequent upon which there is a recovery from the contractor, recovery shall be made with orders of the Engineer-in-charge whose decision shall be final. All action under this clause shall be initiated and intimated to the contractor within the period of twelve months from the date of final completion.

34. **Operations and Maintenance Manual**

The Contractor shall provide and submit to the Engineer-in-charge with three copies of the Operation and Maintenance Instruction Manuals, as may be applicable, for the works in a durable plastic case. The arrangement of these manuals shall be as follows:

SECTION A: Index

SECTION B: Full set of Indexed Photographs showing all salient features of the Project.

SECTION C: Description and details of materials, items and fittings and fixtures used for the project along with Catalogues & Addresses of the Suppliers including operation & maintenance Manuals etc.

SECTION D: Planned maintenance instructions and dates for order replacements.



SECTION E: List of recommended Spare parts of consumables.

SECTION F: List of "As-Built" Drawings (related to Working/ Shop drawings)

Until the Record Drawings, prints, transparencies and manuals referred to above have been received and approved by the Engineer-in-charge, Contract shall not be considered as complete and payment of monies will be withheld until such drawings, etc. have been submitted to and approved by the Engineer-in-charge. The cost of providing such records including proper submission thereof is deemed to be included in the Contract Sum quoted by the Contractor.

35. Miscellaneous

(a.) Safety Regulations

Contractor shall be fully responsible for the safety of his Employees/ Visitors / Contract Labour/ Sub-Contractors Labour. The Contractor shall provide first-aid box readily available at site. The Contractor shall provide all safety measures as per labour safety rules applicable.

(b.) Labour Laws

The Contractor shall strictly adhere to all labour laws prevailing in the region. The contractor shall make timely payment of wages of his labour and the wages paid to the labour shall be equal to or more than the minimum wage prevailing at the time of payment. The Contractor shall comply with all applicable labour legislation, maintain labour records including payment made to the workers and obtain license for engaging workers for the work as required under the labour laws.

(c.) By-Laws of Statutory Authorities

The Contractor and his labour shall not violate municipal /sanitation /health or any other byelaws.

(d.) Tax Deduction at Source

All Taxes and surcharge as applicable on date shall be deducted from the amount due to the Contractor towards the value of the work done. TDS certificate thereof shall be issued to the Contractor.

(e.) General Lighting and Securities

The Contractor shall, throughout the execution, completion and remedying of the defects, provide and maintain at his own cost all lights, guards, fencing, barricading, warning signs and watch post, when and where necessary or directed by the Engineer-in-charge or by any duly constituted authority for the protection, safety and convenience of the workers/ public / or others.

(f.) Delay in starting the work

No compensation shall be allowed for any delay caused in the starting of the work on account of acquisition of land, encroachment or in the case of clearance of works, on account of any delay in according sanction to estimates in issue of drawings, decisions etc. However, the extension



of time shall be granted as per relevant conditions of Contract.

(g.) Site instruction book

For the purpose of quick communication between Engineer-in-charge and the Contractor or his representative, site instruction book shall be maintained at site as described below:

Any communication, relating the works may be conveyed through instructions in the site instruction book. Such a communication from Engineer-in-charge to the Contractor shall be deemed to have been adequately served in terms of the contract once the entries are made and signed by the authorized representative of the contractor. For this purpose the contractor should authorize one of his employees on the site itself. Site instruction book shall have machine numbered pages and shall be carefully maintained and remain under custody of Engineer-in-charge. The contractor can also avail of the site instructions book for urgent communication with Engineer-in-charge. Any instruction which Engineer-in-charge may like to issue to the Contractor may be recorded by the Engineer-in-charge in site instruction book.

(h.) Signage

The Contractor shall provide at his own cost, different sign boards at directed location having size as instructed by ARCHITECT as per guidelines of CLIENT indicating name of the project, and a three-D view of the project as well as the name of the Contractor and Architect with addresses, cost of the Project, date of start & completion, as approved by Engineer-In-Charge. The signboards should be illuminated during night.

(i.) Cutting of Trees: -Permission for cutting of trees, if required, will be obtained by the Contractor from the concerned authority. ARCHITECT / Client will provide necessary support in the matter.

(j.) The contractor shall have adequate generators of required capacity as per site requirement as standby arrangement.

(k.) The temporary connection for electric line and water line from local authorities shall be taken by the contractor who will bear the expenditures in this account.

(l.) No idling charges or compensation shall be paid for idling of the contractor's labour, staff or P&M etc. on any ground or due to any reason whatsoever.

(m.) The Contractor shall mobilize and employ sufficient resources for completion of all the works within the stipulated time period as per agreement and as indicated in the approved construction schedule. No additional payment will be made to the contractor for any multiple shift work or other incentive methods contemplated by him in his work schedule even though the time schedule is approved by Engineer-in-charge.

36. Co-ordination Meetings

The Contractor shall be required to attend co-ordination meetings with the Engineer-in-charge/ Architect / Client and the other Contractors during the period of Contract as intimated by the Engineer-in-charge/ ARCHITECT / Client. All costs incidental to such interaction shall be to the Contractor's account and no claim will be entertained by the Engineer-in-charge/ ARCHITECT on this account.



37. **Site Management:**

37.1 Contractor's Working Area

Suitable working space will be identified by the Contractor as per site conditions and availability and the same will be approved by the Engineer-in-charge/ARCHITECT. The Contractor may have to carry out some cutting/ filling work for making this area workable. The cost of all such Works shall be deemed to have been included in the contract price quoted for the Works and no payment shall be made on this account.

Before commencement of the work, the Contractor shall obtain approval of the Engineer-in-charge the location of cement godown, steel stacking and fabrication yard, site office and shall from time to time take instructions from the Engineer – in- charge regarding collection and stacking of materials at the site.

No excavated earth or building material shall be stacked on areas where other buildings, roads, services or compound wall or any other structure are to be constructed.

37.2 Contractor's Temporary Structures

The Contractor may, at his own expense and subject to the approval of the Engineer-in-charge/ARCHITECT and statutory authorities, as required, construct temporary structures for its site office, stores; Workshop in the working area allocated to him as above and remove the same on completion of Works. The Contractor shall furnish such details of his Temporary Works as may be called for by the Engineer-in-charge/ARCHITECT and the Contractor shall satisfy the Engineer-in-charge as to their structural safety. Temporary structures, found unsafe or inefficient shall be removed and replaced in a satisfactory manner.

37.3 Contractor's Labour Camp

The Contractor shall make arrangements at his own expense for labour camp/ accommodation for labour and staff to be employed for execution of the work and their conveyance to Site. Labour camp shall not be allowed to construct within the proposed site. No workers/ staff shall be allowed to stay within the Site except with the specific approval of the Engineer-in-charge/ARCHITECT. Proper ID Cards shall be got approved/authorized by the contractor from the Engineer-in-charge/ ARCHITECT to authorise the Contractor's staff and workers to enter the Site.

37.4 Water Supply & Power Supply

The Contractor shall make his own arrangement for water supply at Site for drinking as well as construction purposes & Power Supply at his own cost. Non-availability of power supply and /or water from whatever source shall not entail any additional claims or extension of Contract period in this account.

37.5 Infrastructure for Project Coordination & Site office

The contractor shall, within 30 days of issue of letter of acceptance, at his own cost, provide a reasonably furnished air conditioned site office having, a sample room, A.C meeting room, staff rooms along with toilets & pantry with file storage facility, brand new computer (2 Nos.) with Auto Cad, Broad band (1 No.) and printer with scanner their consumables, a telephone,



licensed version MS Project software. Electricity & drinking water shall also be provided by the contractor free of cost for such period to the ARCHITECT and Client.

37.6 Temporary Barricading

The Contractor shall at his own expense, erect and maintain in good condition temporary barricades at site as per directions of the Engineer-in-charge.

37.7 The contractor shall make, till completion of the project arrangements for/of:

- i. Proper pumping for removing water from the anywhere at site.
- ii. Proper security, safety, transportation, manpower, lighting arrangement for execution of works at night.
- iii. Tower crane, batching plant and others machinery, tools and tackles required for timely execution of work.
- iv. Temporary barricading to be provided as and when necessitated. A signage board shall be placed in the External face of barricading also as instructed by Engineer in charge.
- v. Diversion of underground services with the approval of Engineer-in-charge.

37.8 Restriction in work areas.

(a). The contractor must see the site of the work, its approaches carefully before tendering, No claim of any sort shall be entertained on account of any site conditions. If any approach from main road is required or existing approach is to be improved and maintained, for cartage and materials by the contractor, the same shall be done by the contractor his own cost.

(b). Some restrictions may be imposed by the ARCHITECT / Client authorities or its security staff etc., on the working and/or movement of labour, materials etc. The contractor shall follow all such restrictions / instructions and nothing shall be payable on this account.

(c). The contractor is not permitted to erect the huts for labour at the site of work, the contractor will have to make his own arrangement to provide such accommodation elsewhere and nothing extra shall be paid on this account.

(d). The contractor shall take all precautions to avoid accidents by exhibiting necessary caution boards such as day and night boards, speed limit boards, red lights and providing barriers. He shall be responsible for all damages and accidents caused due to negligence on his part.

38. Compliance of Statutory Obligations and obtaining Approvals / Completion Certificates:

The Contractor shall obtain all the statutory obligations and obtain all required clearances to implement the project without any financial repercussions to Engineer-in-charge and ensure all follow up actions with the local authorities in this respect for smooth completion of the project. The Contractor shall obtain all necessary approvals from Municipal bodies and other local bodies including, Water supply agencies, Electric Supply and inspectorate agencies, Police and



Security Agencies, Chief Controller of Explosives, Fire Department, Civil Aviation Department, in accordance to prevailing rules, Building Bye-Laws etc., as the case may be with related to Construction/ Completion. The responsibility of the Contractor shall include obtaining approval from local electrical inspector, water & Sewer line connection, permission for bore well and for temporary structures etc. from local Authorities.

The contractor shall obtain all NOC, completion & Occupancy certificates from respective local bodies and other statutory authorities (as applicable) as under:

- i) Pollution control Board,
- ii) NOC from fire department,
- iii) Chief Electrical Inspector to Govt. (CEIG)
- iv) State Electricity board
- v) Lift Electrical Inspectorate
- vi) Local Municipal authority.
- vii) Airport Authority,
- viii) Forest Department for Tree cutting etc.,
- ix) Explosive department,
- x) Local Municipal authority for water and sewer connection,
- xi) Any other statutory requirement from Govt. Agencies for execution of work and to occupy the buildings and run the services in all respects.

Contractor shall organize all inspections of concerned authorities & obtain the NOC's within the time for completion. The Engineer-in-charge may, at the written request of the Contractor, assist him in obtaining the approvals from relevant authorities. However any such request by the Contractor shall not bind the Engineer-in-charge / ARCHITECT in any manner.

All expenditure on these accounts will be borne by the contractor. However the fees paid by the contractor to these statutory authorities only for obtaining the required statutory approvals shall be reimbursed by the CLIENT with recommendation of the ARCHITECT on submission of original valid payment receipts from the statutory authorities.

The contractor is required to submit the relevant drawings like completion Drawings and any other statutory documentary requirements of local bodies in copies as per requirement to obtain the above etc. at their own cost.

39. Rates: -

39.1 The quoted rates shall be for complete items of work i.e. inclusive of material, labour, plant and machinery, tools and tackles, batching plant etc. including water & electricity, overhead charges, all taxes, duties, statutory charges/ levies applicable from time to time and



others as specified (excluding GST) etc, incidental works and all other charges for items contingent to the work, such as, packing, forwarding, insurance, freight and delivery at Site, watch and ward of all materials & successful installation, testing & commissioning at site etc.

39.2 The rate of all items of work, shall, unless clearly specified otherwise include cost of all labour, materials and all other inputs required in the execution of the item, excluding GST and any other levies.

39.3 Unless otherwise specified in the schedule of quantities, the rate tendered by the contractor shall be all inclusive and shall apply to all heights, lifts, leads and depth of the building and nothing extra shall be payable to him on any account.

39.4 The rates for items of work wherein cement is used are inclusive of cost for curing.

39.5 Royalty at the prevalent rates whenever payable shall have to be borne by the contractor on the boulders, metal, shingle, sand and bajri etc., or any other materials collected by him for the work direct to the revenue authority of the District / State Government concerned and nothing extra shall be payable on this account

40. Payment Terms:

Transformer, DG, LT Panels, RMU and Solar Panels

Supply– 70%

Installation – 15%

Testing & Commissioning – 10%

Handing Over and Final Acceptance by Client – 5%

Elevator :

Supply – 70%

Installation – 15%

Testing & Commissioning – 10%

Handing Over and Final Acceptance by Client – 5%

Plumbing and Fire Pumps

Supply – 70%

Installation – 15%

Testing & Commissioning – 10%

Handing Over and Final Acceptance by Client – 5%

Internal Electrical Wiring, Conduit, Cables and all electrical accessories

Supply and Installation – 75%

Testing & Commissioning – 15%

Handing Over and Final Acceptance by Client – 10%

ELV Systems

Supply and Installation – 75%

Testing & Commissioning – 15%

Handing Over and Final Acceptance by Client – 10%



Fire Pipes

Supply and Installation – 60%

Testing & Commissioning – 30%

Handing Over and Final Acceptance by Client – 10%

