



**IHM MUMBAI**

**DADAR WEST, MUMBAI**

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**TENDER SPECIFICATION  
FOR  
CIVIL WORKS OF IHM  
CATERING COLLEGE AT  
MUMBAI**

**TENDER DOCUMENT**

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**NOTICE INVITING TENDER (NIT)**

**e-TENDER NOTICE**

**TENDER NO. : IHM/Tender/Restaurant/lobby/Mumbai/2025-26**

IHM, Mumbai invites Tenders through E-Tendering system from pre-qualified/qualified registered Contractors/Companies/Firms; who completes terms & conditions mentioned in the Tender document for the work; Refurbishment and Renovation work for Restaurant and lobby of "Institute of Hotel Management" at Dadar (W), Mumbai.

**Blank tender forms will be available from 1<sup>st</sup> May 2025 upto 15<sup>th</sup> of May 2025; 17:00 PM. on E-tendering website <https://ihmmumbai.ewizard.in> (HELP DESK NO. 8448288982). To download blank tender documents; the bidder shall register his firm/company on the given website. The Tenderer should be submitted through E-tendering system on the website "https://ihmmumbai.ewizard.in" before 17:00Hrs.**

1.	Name of Work	Repairs and Renovation work for Restaurant, Lobby and Passage of "Institute of Hotel Management" at Dadar (W), Mumbai, India
2.	Date of Sale / Download Tender Documents	From 1 <sup>st</sup> May 2025 to 15 <sup>th</sup> May 2025 downloaded from the E-Wizard Portal. ( <a href="https://ihmmumbai.ewizard.in/">https://ihmmumbai.ewizard.in/</a> )
3.	Earnest Money Deposit (EMD)	Rs. 75000/- (Rupees Seventy five Thousand only) through on-line/wire transfer/RTGS/NEFT From Tenderers/Agencies. Online receipt of the same should be uploaded with the technical documents <b>Details for wire transfer/RTGS/NEFT</b> Name of the beneficiary: IHMCTAN ATC Name of the bank: STATE BANK OF INDIA Branch: SHIVAJI PARK BRANCH Bank IFSC code: SBIN0001429 Account No.:10419537037 Type of Account: Current Account

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4.	Last date of receipt of Tender (On-line)	On 15 <sup>th</sup> May 2025 at 17:00 hrs. on the website ( <a href="https://ihmmumbai.ewizard.in/">https://ihmmumbai.ewizard.in/</a> )
5.	Mobilization Period	15 (fifteen) days from the date of LOI including construction period
6.	Time of Completion	4 months including mobilization period (phase-wise construction will be carried out)
7.	Amount of compensation for delays	As per Contract clause
8.	Maximum amount of Compensation of Penalty for delays	5% of Contract value.
9.	Period of Maintenance (Defect Liability Period)	One year defect liability period or one monsoon which ever is higher from date of completion of work
10.	Performance Guarantee	5% of the Contract Value in form of BG of Nationalized Bank
11.	Security Deposit	5% of the Contract Value in form of BG of Nationalized Bank
12.	Material Advance	As per Tender clause; only secure material
13.	Interim Running Bill	Once per month
14.	Final Bill	30 days from date of completion of the works and handing over
15.	Program submission	within the 15 days from date of commencement
16.	Solvency	1 crore from reputed and authorised bank

## **PROJECT BRIEF AND SCOPE OF WORK**

### **PROJECT BRIEF**

Proposed Refurbishment and Renovation for Restaurant and Lobby of "Institute of Hotel Management" situated at Veer Sawarkar Marg, Dadar West, Mumbai 400 028.

### **SCOPE OF WORK**

The entire work shall be carried out for Refurbishment and Renovation of Masonry Walls, Plastering, Waterproofing, along with internal finishes, electromechanical works, AC work, carpentry work etc., for the project.

This pre-qualification invitation for Repairs and Construction of Structural civil work Percentage rate contract; scope of work as mentioned below

- DISMANTLING WORKS
- INTERNAL CIVIL FINISHING WORK
- WATERPROOFING WORKS
- MISCELLANEOUS ITEMS
- MASONRY WORK
- PLASTERING WORK
- FLOORING, SKIRTING, DADO FINISHES
- DOORS, WINDOWS AND JOINERY
- FALSE CEILING
- METAL WORKS
- PAINTING WORKS
- INTERNAL AND EXTERNAL ELECTRO MECHANICAL WORK
- PLUMBING WORKS
- AC WORK
- CARPENTRY WORK

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**INSTRUCTIONS TO TENDERER**

- 01) The Contractor / Company / Firm shall furnish all details including their experience in the "Application Format" only, and if the space provided is not sufficient, particulars shall be furnished in Annexure and such details shall be mentioned in the respective columns of the Application format. The Authorized person of the Contractor/Company/Firm shall sign in all the pages of the application with the seal of Company/Firm.
- 02) The Contractor/Company/Firm should submit Application Form along with Company Profile/Brochure.
- 03) No cost incurred by the applicant in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed.
- 04) The applicant shall furnish documentary proof with respect to the prequalification criteria along with the application form.

Incomplete application without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.

- 05) The evaluation shall be mainly based on the eligibility criteria, other factors like timely completion, resources of the applicant, pre-qualification with other institutions/works etc., manpower and logistical support of the applicant, their financial capabilities, quality consciousness, etc. will be considered as added qualifications. If found necessary, the applicant shall make arrangements to inspect any of the works undertaken by them.
- 06) Applications received after the due date and time shall be rejected.
- 07) The Client expects that Construction Contractors / Companies / Firms should furnish all the required documents to ensure a transparent and genuine evaluation, so it is necessary to fill the Pre-qualification documents meticulously and signed & stamp each and every page of the Application form.
- 08) Joint Venture or "Power of Attorney" shall not be allowed.
- 10) Each bidder shall submit only one bid for the work. A bidder who submits more than one bid will cause disqualification of all the bids submitted by the bidder.
- 11) If the percentage quoted in the pre-defined BOQ by a bidder is found to be either abnormally high or due to unethical practice adopted at the time of bidding process, such bids shall be rejected.

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- 12) The bidder, at the bidders own responsibility and risk, is advised to visit and examine the site of work and its surroundings and obtain all information that may necessary for preparing the bid entering into a contract, for construction of the work. The cost against this site visit be at the bidder's own expense.
- 13) All documents submitted by the applicant shall be treated as "Confidential" and shall not be returned.

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**ELIGIBILITY CRITERIA**

**for  
Repairs and Renovation work for Restaurant and Lobby of "Institute of Hotel Management" at  
Dadar (W), Mumbai.**

- 1) The Private Limited Company/Proprietary Firm/Partnership Firm shall have been involved in the similar Business for the last 10 (ten) years or more in the field of Interior furnishing, Civil & Plumbing/Electrical and AC Works.
- 2) Experience of having successfully completed/in hand, similar works during last 5 (five) years.
- 3) Similar works mean **"Execution of interior finishing work on turnkey basis"** with scope of work as described here elsewhere.
- 4) Cost of work shall mean gross value of the completed work including the cost of the material supplied by the Client, but excluding those supplied free of cost.
- 5) The applicant should give back-to-back material warranties of the materials used and provide all material specifications.
- 6) The Contractor/Company/Firm shall not have incurred any loss during the last 5(five) years ending March 2025.
- 7) The applicant shall not be black listed by any Government / Semi-government/Public or Private limited bodies. The applicant must submit a duly notarized affidavit to this effect. Application without this declaration in original shall stand automatically rejected.
- 8) The applicant must submit information of on-going litigations and litigations had in the past 5 (five) years. If the applicant has no litigations either in process or in the past 5 (five) years, an affidavit to this effect, duly notarized must be submitted in original.
- 9) The applicant should have adequate capacity in terms of personnel, labour force both skilled and unskilled, equipment, tools, plants, and machinery to satisfactorily complete the job in stipulated time.
- 10) The applicant shall furnish the list of key employees, employed by him with full details of their previous employment.
- 11) The Applicant should have a minimum of 5 years' experience in the field of designing and interior finishing work of buildings.
- 12) The contractor shall submit a detailed work flow and systematic step-by-step phase-wise repair methodology to ensure safe working and stability of the building structure.

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- 13) The applicant should submit copy of valid registration / License / Certificates for Service Tax, VAT, PAN, TIN, Labour License & Insurance, ESI (if applicable) etc.
- 14) Owner reserves the right to reject / approve the documents/bid submitted by the tenderer in part or in totality.
- 15) The applicant should submit all the documents regarding the pre-qualification eligibility criteria (Refer Annexure)

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**SELECTION PROCESS**

All applications, which meet above requirements, will be evaluated under the following criteria by scoring method on the basis of details furnished by them.

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>MAXSCORE (Points)</b>
1.	Principal Technical Personnel & their Qualifications & Experience	10
2.	List of other technical staff, their qualification & experience	12
3.	List of machinery & equipment owned	13
4.	List of works of similar nature completed during last five years	20
5.	List of Similar works in Hand	20
6.	Banker's Certificate showing credit worthiness of the Firm	5
7.	Satisfactory report from the Client where earlier works are carried out.	5
8.	Work completion certificate from client.	5
9.	Income Tax Return of last five years	5
10.	Copy of Registration/certificates, GST, Service Tax, VAT,PAN,TIN, Labour License & Insurance, ESI(if applicable)etc.	5
	<b>TOTAL</b>	<b>100</b>

The institute reserves the right in deciding the number of pre-qualified entrants, and right to accept/reject any or all applications. The institute reserves the right to modify any or all the pre-qualification criteria.

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**APPLICATION FORM**

To,  
M/s. \_\_\_\_\_

Mumbai, Maharashtra

SUBJECT : Pre-Qualification of the Contractors/ Companies and Firms

Dear Sir,

Having examined the details given in pre-qualification press notice and pre-qualification document for the above work, we hereby submit the pre-qualification application and relevant documents.

- 01) I/We accept that if our technical /pre-qualification proposal is accepted then may be called for financial proposal / issuance of Tender documents.
- 02) I/We undertake that you are not bound to accept any technical proposal or to give explanation on rejection of the technical proposal of any one or all.
- 03) If our proposal is accepted then we are bound for services as required in the scope of work.
- 04) Institute of Hotel Management Catering Technology & Applied Nutrition Mumbai reserves the right to reject any or all application without assigning any reason. If any information furnished by us proves to be false at later stage, the contract, if awarded, is liable for cancellation without any claims towards the same.
- 05) I/We hereby certify that all the statements made and information supplied in the enclosed form "A" to "I" and accompanying statements are true and correct.
- 06) I/we have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

Name of work:

Certificate from:

Enclosures:

Date of Submission:

SIGNATURE OF APPLICANT(S)

SEAL

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**CONDITIONS OF CONTRACT**

**VOLUME – I**

**PART – VII**

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## **CONDITIONS OF CONTRACT**

### 7.1.0 General

7.1.1 Employer (also referred to as "INSTITUTE" in the document): Institute of Hotel Management, Catering Technology & Applied nutrition, Mumbai (IHM, Mumbai)

### 7.1.2 Project

The Project is the Proposed Refurbishment and Renovation of restaurant and lobby of "Institute of Hotel Management" at Dadar(W), Mumbai, India.

### 7.1.3 Site

The site is situated at Veer Sawarkar Marg, Dadar West, Mumbai, Maharashtra, Pin code 400028.

### 7.1.4 Brief Scope of Work for this Tender:

- Dismantling work including RCC/Concrete, Masonry etc.
- Preparation work specialized structural repairing works
- Repairs and Re-construction of RCC structural members.
- Grouting and Repairing
- Waterproofing Repairing and new work
- RCC including form work and reinforcement
- Masonry work
- Plaster (Internal and External)
- Flooring, Skirting, Dado finishes
- Doors, Windows, and Joinery
- False Ceiling
- Metalwork's
- Painting Works
- Electromechanical works like internal external electrical, plumbing works.

### 7.1.5 Type of Contract

Tenderers shall quote for each item at the place given in the bills of quantities. Cost evaluation shall be based on these quantities and price quoted. Work shall be measured in actual and paid as per terms set out in Contract.

#### 7.1.6 Period of Mobilization

Period of Mobilization shall be 15 days from the date of letter of intent to the successful tenderer. The Contractor shall carry out the following activities in mobilization period. Within 10 days of the letter of intent the Contractor shall submit to the INSTITUTE, drawings giving his proposed layout of locating offices, stores, godown, yards, water, electric network etc. for the approval of the institute.

- Lineout including establishment of grid line levels and its approval from the institute.
  - Tapping electric and water connections.
  - Obtaining insurance policies as per the Contract.
  - Obtaining approval of local authorities or any statutory requirements prior to actual start of work to work as Contractor.
  - Submitting bar chart program as detailed in clause 7.5.0(Method of carrying out work) here of and approval by the institute.
  - Submitting list of proposed specialized Sub-Contractor/agencies for approval of the institute as detailed in conditions.
- a) Water-proofing Contractor
  - b) Anti-termite treatment Contractor
  - c) HVAC Contractor
  - d) Electrical Contractor
- Submission of Preliminary concrete design mix
  - Establishing water and electric network within site to the extent possible.

#### **7.1.8 ASSIGNMENT OR SUBLETTING**

##### 7.1.8.1 ASSIGNMENT

The Contractor shall not assign the Contract or any part thereof, or any benefit or interest there in or here under, otherwise than by a charge in favor of the Contractor's bankers of any monies due or to become due under this Contract, without the prior written consent of the institute which consent shall be at the sole discretion of the institute.

##### 7.1.8.2 SUB-LETTING

The Contractor shall not sub-let the whole or any part of the Works except where otherwise provided by the Contract. The Contractor shall not sub-let any part of the Works without the prior written consent

of the institute, which shall not be unreasonably withheld. However, such consent, if given, shall not relieve the Contractor from any liability or obligation under the Contract and he shall be wholly responsible for

- i) Carrying out and completing the works in all respects in accordance with the Contract.
- ii) Acts, defaults, and neglects of any Subcontractor his agents, servants or workmen as fully as if they were the acts, defaults or neglects of the Contractor, his agents, servants or workmen. Provided always that the provision of labour on a piecework basis with prior permission of the institute, shall not be deemed to be a sub-letting under this Clause.

**7.3.0 SECURITY DEPOSIT, RETENTION MONEY AND ADVANCES**

7.3.1 The Contractor shall deposit an amount equal to 5% of the total value of the Works as Security Deposit and retention money for proper fulfillment of the terms of the Contract. It shall be collected as under:-

- (a) 5% in the form of Bank Guarantee on award of Work by the date as stipulated in the work order.
- (b) 5% retention money will be deducted from all the bills and will be refunded after defect liability period of 1 year.

7.3.2 The Security Deposit and Retention money shall not bear any interest. All compensation or other sums of money payable by the Contractor to the Employer under the terms of this contract may be deducted from his security deposit or from any sums which may be due or may become due by the Employer to the Contractor on any account whatsoever, and in the event of his security deposit being reduced by reason of any such deduction as aforesaid, the Contractor shall, within ten days thereafter, make good in cash as aforesaid any sum or sums which may have been deducted from the security deposit or any part thereof.

7.3.3 If the amount of the security deposit to be paid in lump sum within the period specified above is not paid, the tender/contract already accepted shall be considered as cancelled.

7.3.4 The Security Deposit and Retention money lodged by the Contractor shall be refunded as detailed here under.

- Security Deposit lodged by the Contractor shall be refunded on completion of work within 15 days.

- Retention money will be refunded after completion of defect liability period of 1 year from handing over of site.

### 7.3.5 Payment

#### 7.3.5.1 Payment Schedule

Payments shall be released as under.

- a) 15% of the total amount of the project shall be paid upon commencement of the project work.
- a) 25% of the balance amount shall be paid within 7 days of completion of dismantling work.
- b) 25% more of the balance amount shall be paid with 7 days of completion of civil work
- c) 25% more will be paid on completion of carpentry work.
- d) 10% of the balance amount will be paid upon successful completion of the full work after final check and on approval from the institute.
- e) **5% retention will be deducted from all the bills as retention and will be returned after defect liability period of 1 year.**
- f) **5% security deposit in form of BG within one week of receiving of work order.**

### 7.3.7 Suspension of work

The INSTITUTE shall have the full power to order suspension of the work

- a) If the Contractor is neglecting and failing to proceed with due diligence in performance of his part of the Contract.
- b) The Contractor has defaulted more than once/twice to carry out instructions for removal of improper work and material.
- c) The weather or social condition is detrimental to execution of Work.
- d) On account of any legal restraint upon the Contractor preventing the continuance of the Work.
- e) Due to force majeure.

### 7.4.0 CONTRACT

- 7.4.1 **Bidder shall quote rate in figures only in the Bills of Quantities. Quantities set out in the bills of quantities are tentative. The BOQ shall contain items for the work to be done by the Contractor. The contractor is paid for the quantity of work done.**

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7.4.2 Firm Rate

The rates shall be firm and shall not be subjected to any variation in cost of materials, labours or due to any other condition except as ordered by the institute and provided for in the Contract. The description given in BOQ shall include all items required to complete a particular item. Anything not specifically stated shall not be taken as an exclusion from the same item. Any claim for extra item or variation on this ground shall not be accepted.

7.4.3 Rate to Include

The rates and prices to be tendered in the bill of quantities are for completed and finished items of works and complete in all respects. It will be deemed to include all constructional plant, labour, supervision, materials, transportation, all temporary works, erection, maintenance, Contractor's profit and establishment/ overheads, together with preparation of designs & drawings pertaining to casting yard, shop drawing, fabrication drawing (if required), staging form work, stacking yard, etc. all general risk, taxes, royalty, duties, Cess, octroi, GST / VAT(Works Contract Tax) and other levies, insurance liabilities and obligations set out or implied in the tender documents and contract.

7.4.4 Extra Item/Variations

All additional items and variance from those given in BOQ and accepted by the Institute shall be treated as extra items. These shall be expressly ordered by the Institute in writing with prior approval of the institute prior to start of work by the Contractor. The Contractor shall be paid as per similar item of BOQ. In absence, actual rate analysis shall be prepared considering market rates of labour, materials and 15% towards operational cost of plants and equipment, overheads and profit plus prevailing works contract and service tax as applicable. The Contractor shall have to produce vouchers to support the rate analysis. The Institute reserves the right to call additional quotations for material, labour / workmanship if felt necessary and rates approved by the Institute shall be final. The Institute's decision shall not be subjected to arbitration.

7.4.5 Execution of Additional work

The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items may not be part of his offer. He shall be instructed in writing by the institute for such works and rates shall be settled as detailed above.

7.4.6 Compensation by Extension of Time only

The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays maybe, including delays arising out of modifications to the works entrusted to him or in any sub-

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contract agencies connected there with or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring government controlled or other building material or in obtaining water or power connections for construction purposes or for any other reasons whatsoever and the Contractor shall not be liable for any claim in respect thereof. However, the loss of time suffered by the Contractor shall be compensated by extension of time as approved by the Institute.

**7.5.0 PROGRAMME AND METHOD OF WORKING**

**7.5.1 PROGRAMME OF WORK**

The Contractor shall, within the 15 days from date of commission, submit to the institute for approval a detailed programme covering

- a) Descriptive note explaining sequence of various activities.
- b) Network (PERT/CPM), bar chart.
- c) Quarterly programme of supply of materials by the Employer, if any.
- d) Quarterly cash flow indicating money to be earmarked by the Employer for the purpose of the contract.
- e) Programme for supply of working drawing.
- f) Phased requirements of plant and equipment to be deployed by the Contractor.

**7.5.2 Method of Working**

The Contractor shall, within the stipulated time submit to the institute for approval, the following information

- a) A general tentative lay-out plan of construction plant and equipment for the execution of Work within time period stipulated in schedule.
- b) Drawings or prints showing the location of major plants and other facilities which he proposes to put up at the Site, including any changes in the general layout, at least 15 days prior to the commencement of the respective Work.
- c) Layout and details of Temporary Works that the Contractor wants to carryout to fulfill his obligation under the Contract.
- d) Shall indicate shuttering system to be followed as per requirement given in 7.10.0

**7.5.3** Within 7 days the institute shall give their approval to proceed with Work, with or without modification. However, acceptance of program and method of working as submitted by the Contractor or with any modification there to, shall not relive the Contractor of any of his contractual obligations.

**7.5.4** All these programs and plans submitted by the Contractor and

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approved by the institute shall become part of the Contract.

- 7.5.5 The acceptance of programmes as submitted by the Contractor or with any modification thereto, shall not release the Contractor from any of his obligation to complete the work within stipulated contract period or entitles him for extension of time unless delay, if any, is expressly sanctioned by the institute.

7.5.6 Progress Photographs

Every month the Contractor shall take 15 coloured photographs showing the progress of various stages of the Work, such as concreting, etc. Size of photographs will be 125mmX250mm. Photographs shall be supplied with negatives to the institute. Each photograph shall be attached with date of photograph and location of Work. These photographs shall be from location as fixed by the institute at start of Work.

7.6.0 **PLANT REQUIREMENTS**

- 7.6.1 The Contractor shall submit, with the programme and method statement mentioned as in 7.5.1 hereof, a comprehensive plant schedule which shall include the dates of arrival on and removal from site of each major item of plants.

7.6.2 Sufficiency

The Contractor shall take upon himself the full and entire responsibility for the sufficiency of plants, centering, scaffolding, timbering, machinery, tools or implements and generally for all means used for the fulfillment of the Contract. In the event of any of these means proving insufficient, the Contractor or even then shall be fully and entirely responsible for the sufficiency of these means notwithstanding any previous approval or recommendation that may have been given by the institute.

7.7.0 **DRAWINGS**

The Contractor will receive from the institute two prints of the drawings approved for construction for Architectural and structural works, public health, mechanical, electrical and drainage installations.

7.8.0 **STANDARDS TO BE FOLLOWED**

At various places throughout this specification and the bills of quantities, reference is made to the standards, specifications and bye- laws issued by the Indian Standard Institution and other similar organizations. These references shall in every case be deemed to include the latest edition or issue of such standards, specifications and bye-laws including all revisions, amendments and addendums subsequently issued. Where materials are not specified and standards exists in respect of such materials, then the materials shall in all respects comply with the relevant and current I.S.I. In such cases where I.S.I.do not exist, the specified manufacturers' specification

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shall be followed; in absence of all these, the institute's instructions shall be followed.

7.9.0 **MATERIALS**

7.9.1 Materials Generally

7.9.1.1 All the materials and manufactured goods are to be the best of their respective kinds and as described in the specifications, drawings, and bills of quantities. The Contractor shall submit for the approval of the institute within a reasonable time after receipt of the order to commence the Works, a list of the names and addresses of the manufacturers, the trademarks and types of all materials and articles he proposes to employ together with all specifications and descriptions and samples that may be required in this connection before any orders are placed. Within a reasonable time, the institute shall issue written decision on the Contractor's proposals. If any of the manufacturers, materials, etc., have been rejected then the Contractor must propose acceptable alternatives within one week of such rejection. In case of material not available locally, the Contractor shall arrange from areas with longer leads and on this account shall, neither be paid any extra nor shall be granted extension of time. The institute's decision shall be final and binding on the Contractor.

7.9.1.2 Where a particular proprietary product, supplier or supplier's catalogue is referred to in this specification or in the bills of quantities, the material specified is for quality typeset. Other equal and approved source shall be permitted in use.

7.9.1.3 If, during the course of the Contract, certain materials required for use in the Works should be unobtainable despite the best efforts of the Contractor, then the Contractor may offer substitute materials for the approval of the institute. These substitute materials, although not complying fully with the specification must nevertheless be suitable and appropriate for use in the Works.

7.9.1.4 Acceptance or refusal of such substitute materials shall be at the sole discretion of the institute. In the event of acceptance of the substitute materials a suitable price reduction shall be made in respect of decrease in quality or value but no price addition shall be made in respect of increase in quality or value. In the event of refusal of the substitute materials, the Contractor shall not be relieved of any of his obligations under the Contract and shall be solely liable for any delay or loss occasioned by his failure to provide materials as specified.

7.9.2 Samples

The Contractor shall furnish for approval, with reasonable promptness, samples of all materials and workmanship. The institute shall approve of such samples with reasonable promptness only to conform to the design concept of the Works and for compliance with the information

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given in the contract documents. The work shall be in accordance with approved samples. The procedure for submission and approval of samples shall be as follows:-

- (a) All material samples of adequate numbers, sizes, shades, and pattern as per specification shall be delivered to the Engineer's office at the Contractor's cost. Samples shall be properly labeled with
  - Name of Project
  - Name of Contractor
  - Name of Product
  - Name of Manufacturer
  - Reference No of BOQ
  - Date of Submission
  - Date of fabrication/casting-if applicable
- (b) Samples shall be accompanied with technical specification/ manufacturer's catalogue
- (c) In case the Contractor intends to keep an approved sample in his possession he shall submit additional samples for the institute 's approval.
- (d) Samples shall be furnished well in advance to give the institute reasonable time for their consideration.

**7.10.0 TEMPORARY WORKS**

- 7.10.1 The Contractor is entirely responsible for the design, construction, maintenance, and removal of all Temporary Works employed in carrying out the Contract. Within a reasonable time (and in any case not less than fifteen days) before he intends to commence construction of any Temporary Works, the Contractor shall submit full particulars including drawings of the same, for the approval of the institute. The institute's approval will in no way relieve the Contractor of his responsibility for the safety of the Works, operators, adjoining property, structures or services and compliance with appropriate regulations and codes of practice. Temporary Works supporting adjoining buildings, property and public utilities and roads shall also be submitted to the appropriate authority for their approval if requested/required.
- 7.10.2 The Temporary Works shall be designed and constructed in such a manner as to enable the permanent structures to be built around them without detriment to their effectiveness and due allowance will be deemed to have been made for all necessary adjustments thereto to enable the Works to proceed.
- 7.10.3 Timber shoring, boards, struts, or similar items shall not be left in position

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upon completion of the Works without the written consent of the Engineer.

- 7.10.4 All services or utilities on or adjoining the Site which are required to be maintained operational shall be protected from movement, subsidence or damage from any cause whatsoever by adequate temporary props, struts, shores and protective screens to the approval of the Engineer and the agent of the service or utility.
- 7.10.5 The Contractor shall make safe and reinstate all areas affected by Temporary Works.
- 7.10.6 The Contractor shall design purpose made steel staging platforms for carrying out work above 3.0 M height. All required staging for supporting, centering, shuttering of beams, slab, masonry work, etc. shall be carried out strictly as per the approved arrangement. It is to be noted that designing of such work shall be carried out by Contractor and shall be submitted for approval of the Structural Engineer of this project. No work above 3.0M shall be permitted without compliance of this condition.

**7.11.0 ISSUE OF MATERIALS**

7.11.1 All materials, including those specified in the Schedule 'A' shall be procured and arranged for by the Contractor after approval by the institute to its quality and specification as of tender. Materials listed in Schedule - 'A' shall be purchased and procured only after procurement rate is approved by the institute. Tests for materials shall be carried out by the Contractor as directed by the institute and costs of all such tests shall be paid for by the Contractor.

7.11.2 The Contractor shall procure enough materials of approved quality, well in advance, to ensure completion of Works in stipulated time.

No claim by the Contractor for compensation on account of loss due to delay in Supply of materials will be entertained.

7.11.3 The Contractor shall not be entitled to claim any compensation from the institute for loss suffered by him on account of delay in the supply of materials where such delay is caused by

- (a) Difficulties relating to the supply due to transportation beyond Contractor's control.
- (b) Force Majeure
- (c) Act of God
- (d) Act of the Government
- (e) Any other reasonable cause beyond the control of the Contractor.

In the case of such delay in the supply of materials, the institute shall grant such extension of time for the completion of the works if it appears to be reasonable in accordance with the circumstances of the

case. The decision of the institute as to the extension of time shall be accepted as final by the Contractor.

**7.12.0 PRICE ESCALATION**

7.12.1 The rates quoted by the Contractor shall be firm for successful completion of contract period and no price escalation shall be allowed. Adjustment towards difference in basic price shall be made as per clause no.7.34.0 for RMC, Cement and Steel. Price escalation due to Fuel, oil, lubricants rise in prices, sales tax, excise, octroi, minimum wages acts/rates, etc. which get added to individual items shall not be paid.

**7.13.0 TAXES, LEVIES, DUTIES**

7.13.1 The Contractor shall be responsible to pay to the appropriate authorities all taxes, levies, sewerage fees, royalties, octroi, GST, VAT(Works Contract Tax) Service Tax, excise duty, income tax, etc., as applicable from time to time.

All taxes other than Service Tax shall be absorbed by the Contractor for his quoted rates and no extra shall be paid. Service Tax shall be reimbursed in actual as applicable.

VAT(Works Contract Tax)payable by the Contractor is adjusted to a great extent under the revised VAT rules. The tenderer's required to make a note of this while computing taxes within their quoted rates.

7.13.2 Actual recurring cost for construction shall be borne by the Contractor.

**7.14.0 SITE FACILITIES**

**7.14.1 WATER SUPPLY**

Drinking and construction water shall be arranged by the institute at one point near site. The Contractor shall make his own arrangement for pumps, pipes, storage tank, Meter, laying all the pipe lines, making connections, maintaining the same and dismantling on completion of work and making good any damage due to removal of such piping work. No claims for holdup or delay in Work on this account shall be entertained.

**7.14.2 ELECTRIC SUPPLY**

The institute will supply Electricity at one point on chargeable basis by installing submeter. Meter shall be arranged by the Contractor.

(A) Contractor shall make his own arrangement for suitable standby power or/and additional power. Further he shall arrange at his own cost the necessary switchboard, and other switch gears, etc., and shall be responsible for their maintenance.

(B) Further distribution shall be done by the Contractor at his cost as per approved layout. He shall provide required clearances

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for overhead lines to facilitate easy movement of machinery. These overhead lines shall be shifted and rerouted at the Contractor's cost during execution of work if the same are found to obstruct any other work of any agency working at site or requires to be shifted due to unforeseen reasons.

- (C) On completion of the Work, the Contractor shall to the satisfaction of the institute, remove all wiring installed by him and make good, any disturbance or damage done.
- (D) The Contractor shall employ a certified and licensed Electrician for carrying out this work.

7.14.3 Contractor's Offices, Godown, Workshop

The institute shall allow at it's own discretion and convenience land for the construction of the Contractor's site office, godown, workshop assembly yard near the site. The Contractor shall construct and maintain at his cost, all these temporary works which shall be well ventilated, lighted and provided with water, electricity and sanitary arrangement to the approval of the institute.

The Contractor shall remove immediately on completion of the work such building and make good, to the satisfaction of the institute, all the damages sustained. The institute may order, if so, required removal of such building or buildings and the Contractor shall carry out such instructions at no additional cost to the Contract.

7.15.0 **SITE DRAINAGE/CLEANING/NUISANCE**

7.15.1 All water which may accumulate on the Site during the progress of the Works or in trenches and excavation, shall be removed from the site to the satisfaction of the institute at the Contractor's cost.

7.15.2 The Site shall be maintained free from rubbish. Proper stacking of scaffolding material, Shuttering material, bricks/brick bats, steel pieces, etc. needed for work on day- to-day basis shall be organized in proper stacks. Heaps in unplanned manner and disorderly fashion shall not be permitted. The institute's decision in this matter shall be final.

7.15.3 The Contractor shall not, at anytime, do cause or permit any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the institute, tenants, or occupants of other properties near the Site and to the public in general.

7.16.0 **SAFETY CODE**

The Contractor shall, at his own expense, arrange for the safety provisions as given in Annexure Form 'J', required by the authorities and as required by the institute in respect to all labour directly or indirectly employed for performance of the Work and shall provide all facilities in connection there with. The Contractor shall provide

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crèche facility to labours working at site as per local authority rules or as directed by the institute. In case the Contractor fails to make arrangements to provide necessary facilities as aforesaid, the institute shall be entitled to do so and recover the cost thereof, from the Contractor.

**7.17.0 WATCHING AND LIGHTING**

The Contractor shall provide and maintain at his own cost all areas fully ventilated, illuminated and guarded. Any instruction in this regard given by the institute for the protection of the Works or for safety and convenience of those employed on the Works or the public shall be carried out at the Contractor's cost.

**7.18.0 FIRE PRECAUTIONS**

The Contractor shall comply with regulations of the controlling authority in force at the site of the Works relating to the precautions to be taken against fire hazards.

**7.19.0 ACCIDENTS**

The Contractor shall, within twenty-four (24) hours of the occurrence of any accident on, or about the Site, or in connection with the execution of the Works, report such accident to the institute and to the appropriate authority wherever such report is required by law. The Contractor will indemnify the institute from all accident cases.

**7.20.0 USE OF SITE**

The Contractor shall not use any portion of the Site for purpose not connected with the works without the prior written approval of the institute. He shall maintain permanent and Site access roads free of spillage and shall not interfere with the flow of traffic. Also, same shall apply to terraces and other developed areas.

**7.21.0 PROTECTION**

Adequate protection against any form of damage or deterioration shall be provided for in all sections of the Works. This shall include protective tapes, casings, guard rails and the likes, which shall be provided if necessary. Care shall be taken to self-finished surfaces during the application of adjacent in situ work. The Contractor shall carryout all steps taken in pursuance of this clause, as directed and instructed by institute to his satisfaction.

**7.22.0 CLEANING OF WORKS**

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Immediately prior to handing over the works, the Contractor shall thoroughly clean all buildings and external paved areas, and generally clean the Works to the approval of the institute.

7.23.0 **LABOUR ACCOMMODATION**

Space for accommodation at site for labour shall not be provided. However, it will be the responsibility of the Contractor to look after all the requirements of an Out of site labour camp such as water, sanitation, health, lighting, general living condition and welfare.

7.24.0 **APPROVAL OF SPECIALIST**

7.24.1 Tenderer shall submit along with tender, names and address of their specialist sub-Contractor in the field of electrical, plumbing, water proofing, anti-termite, piling etc. These shall be approved as per clause no.7.1.8.2.

7.25.0 **INSURANCE**

The Contractor shall be responsible for all insurances and shall start execution of work only after payment of premium for following policies

- a) CAR Policy for entire cost of project
- b) Workmen's Compensation
- c) Third-party

and copy of receipts are deposited with the institute. All policies shall be in full force for full amount during contract period.

7.26.0 **FORCE MAJEURE**

7.26.1 Force Majeure means exceptional event of circumstance

- a) which is beyond a Party's Control,
- b) which such party could not reasonably have provided against before entering the Contract,
- c) which having arisen such party could not reasonably have avoided or overcome, and
- d) which is not substantially attributable to the other party.

7.26.2 Force Majeure may include, exceptional events or circumstance

- i) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- ii) rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war,
- iii) Riot, commotion, disorder, strike or lockout by persons other than the Contractors Personnel and other employees of the Contractor and Sub Contractor.
- iv) Ammunitions of war, explosive materials, ionizing radiation, or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity, and natural catastrophe such as earthquake,

**7.27.0 Coordination with Other Contractors/AGENCIES**

The Contractor shall always co-ordinate with all other Contractors / vendors / suppliers on the site including the Civil Finishing, HVAC, Glazing, Electrical, Plumbing, Fire Fighting or any other specialized Contractor / agencies without any hindrances and extra cost and allow them to carry out their works smoothly & efficiently. No time delays will be acceptable and/or allowed due to lack of coordination between the civil Contractors and the other Contractors to be appointed at the site.

**7.28.0 TENDER PROGRAMME**

The tenderer shall submit along with tender, tender programme to complete the job within the stipulated time frame or earlier as defined in clause no.7.1.4. Programme shall include

- Plants and Equipment to be deployed
- Capacity of Batching plants and capacity of power cranes
- Shuttering and scaffolding system to be deployed
- CPM/Bar Chart programme for all the stages to complete work.

**7.29.0 CONTRACTOR TO SUPPLY TOOLS & PLANTS ETC.**

The Contractor shall provide at his own cost all materials (except such special materials, if any, as may in accordance with the contract be supplied from the Client's stores), plant, tools, appliances, implements, ladders, cordage, tackle, scaffolding and temporary works required for the proper execution of the work, whether original, altered or substituted and whether included in the specifications or other documents forming part of the contract or referred to in these conditions or not, or which may be necessary for the purpose of satisfying or complying with the requirements of the Engineer-in-Charge as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage therefore to and from the work. The Contractor shall also supply without charge the requisite number of persons with the means and materials, necessary for the purpose of setting out works, and counting, weighing and assisting the measurement for examination at any time and from time to time of the work or materials. Failing his so doing, the same may be provided by the institute at the expense of the Contractor and the expenses maybe deducted, from any money due to the Contractor, under this contract or otherwise and/or from his security deposit or the

proceeds of sale thereof, or of a sufficient portion thereof.

**7.30.0 SPACE FOR LAYING PLANTS & MACHINERY**

Space for the laying plants and machinery exclusive for the use of this project shall be allotted to the Contractor as per the layout mutually agreed at Site, as per the direction of institute. The Contractor shall remove immediately on completion of the work such building and make good, to the satisfaction of the institute, all the damages sustained. The institute may order, removal of such building or buildings and the Contractor shall carry out such instructions at no additional cost to the Contract.

**7.31.0 IDLE CHARGES**

The Contractor shall not be paid any idle charges for any delays referred in clause Suspension of Work no.7.3.7, however any delays accepted by institute, shall allow compensation by extension of time only and no Idle charges shall be paid by the institute.

**7.32.0 COMPLETION CERTIFICATE**

**7.32.1 Certification of Completion of Work**

When the whole of the Works has been substantially completed and have satisfactorily passed any final test that may be prescribed by the Contract, the Contractor may give a notice to that effect to the institute accompanied by an undertaking to finish any outstanding work during the Period of Maintenance (Defect Liability Period). Such notice and undertaking shall be in writing and shall be deemed to be a request by the Contractor for the institute to issue a Certificate of Completion in respect of the Works. The institute shall, within twenty-one days of the date of delivery of such notice either issue to the Contractor, a Certificate of Completion stating the date on which, the Works were substantially completed in accordance with the Contract or give instructions in writing to the Contractor specifying all the work which, requires to be done by the Contractor before the issue of such Completion Certificate. The institute shall also notify the Contractor of any defects in the Works affecting substantial completion that may appear after such instructions and before completion of the works specified therein. The Contractor shall be entitled to receive such Certificate of Completion within twenty-one days of completion to the satisfaction of the institute of the works so specified and making good any defects so notified.

7.32.2 Certification of Completion by Stages

- 7.32.2.1 Similarly, in accordance with the procedure set out in clause 7.32.1 the Contractor may request the institute to issue a Certificate of Completion in respect of: -
- (a) any section of the Permanent Works in respect of which a separate time for completion is provided in the Contract, and
  - (b) any substantial part of the Permanent Works which has been both completed to the satisfaction of the institute.
- 7.32.2.2 If any part of the Permanent Works shall have been substantially completed and shall have satisfactorily passed any final test that may be prescribed by the Contract, the institute may issue a Certificate of Completion in respect of that part of the Permanent Works before completion of the whole of the Works and, upon the issue of such certificate, the Contractor shall be deemed to have undertaken to complete any outstanding work in that part of the Works during the Period of Maintenance (Defect Liability Period).
- 7.32.2.3 Provided always that a Certificate of Completion given in respect of any section or part of the Permanent Works before completion of the whole shall not be deemed to certify completion of any ground or surfaces requiring reinstatement, unless such Certificate shall expressly so state.

7.33.0 **MAINTENANCE AND DEFECTS**

7.33.1 Definition of 'Period of Maintenance'(Defect Liability Period)

In these conditions, the expression "Period of Maintenance" (Defect Liability Period) shall mean the Period of Maintenance(Defect Liability Period), calculated from the date of completion of the Works, certified by the institute in accordance with clause 7.32.0 hereof, or, in the event of more than one certificate having been issued by the institute under the said Clause, from the respective dates so certified and in relation to the Period of Maintenance (Defect Liability Period) the expression "the Works" shall be construed accordingly.

7.33.2 Execution of Work of Repair etc.

To the intent that the Works shall, at or as soon as practicable after the expiry of the Period of Maintenance (Defect Liability Period), be delivered in the condition required by the Contract, as wear and tear excepted, to the satisfaction of the institute, the Contractor shall finish the work outstanding if any, at the date of completion, as under clause 7.32.0 hereof, as soon as practicable after such date and shall execute all such work of repair, amendment, reconstruction, rectification and making good defects, imperfections, shrinkages or other faults as may be required of the Contractor in writing by the institute during the Period of Maintenance(Defect Liability Period), or within fourteen days after its expiry, as a

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result of an inspection made by the institute prior to its expiry.

7.33.3 Cost of Execution of Works of Repair etc.

All such work shall be carried out by the Contractor at his own expense in a reasonable time as shall be instructed by the institute if the necessity thereof shall be due to the use of materials or workmanship not in accordance with the Contract, or to neglect or failure on the part of the Contractor to comply with any obligation, expressed or implied, under the Contract. If, such necessity shall be due to any other cause, the value of such Work shall be ascertained and paid for as if it were additional Works.

7.33.4 **REMEDY ON CONTRACTOR'S FAILURE TO CARRY OUT WORK REQUIRED**

If the Contractor shall fail to do any such Work as aforesaid required by the institute within a reasonable time, then all expenses consequent thereon or incidental thereto shall be recoverable from the Contractor by the institute, or may be deducted by the institute from any monies due or which may become due to the Contractor towards cost of amending such Works and in the event of the amount retained hereof being insufficient, recover the balance from the Contractor, together with any expenses the institute may have incurred in connection therewith.

The Contractor shall remain liable under the provisions of this clause notwithstanding the signing of any certificate or the passing of any accounts, by the institute.

7.34.0 **VALUATIONS OF VARIATION**

7.34.1 All extra or additional work done or work omitted shall be valued at the rates and prices set out in the Contract if applicable. If the Contract does not contain any rates or prices applicable to the extra or additional work, then suitable rates or prices shall be agreed upon between the institute and the Contractor as under

- a) The direct cost of labour including indirect charges thereon, and
- b) The Material cost inclusive of taxes, levies, etc. as delivered to the site.
- c) In addition, the contractor shall be titled towards operational cost of plants and equipment, overheads and profit. This shall be 15% of(a)+(b)as above plus prevailing works contract and service tax as applicable.

In the event of disagreement on the valuation of the extra or additional work as set out above, the institute shall, until such time as the rates is agreed or fixed, fix such rates or prices as are, reasonable and appropriate with regard to the circumstances and shall notify the Contractor accordingly.

**7.34.2 POWER OF INSTITUTE TO FIX RATES**

7.34.2.1 Provided that if the nature or amount of any omission or addition relative to the nature or amount of the whole of the Works or to any part thereof shall be such that, the rate or price contained in the Contract for any item of the Works, by reason of such omission or addition, rendered unreasonable or inapplicable, then a suitable rate or price shall be agreed upon between the institute and the Contractor. In the event of disagreement, the institute shall fix such other rate or price which shall be reasonable and proper with regard to the circumstances.

7.34.2.2 Provided also that no increase or decrease under sub-clause 7.34.1 or variation of rate or price under sub-clause 7.34.2 shall be made unless, as soon after the date of the order as is practicable and in the case of extra or additional work, before the commencement of the work or as soon thereafter as is practicable, notice shall have been given in writing

- (a) by the Contractor to the institute of his intention to claim extra payment or a varied rate or price, or
- (b) by the institute to the Contractor of the intention to vary rate or price.

7.34.3 Variations Exceeding 25% (Twenty Five Percent)

If, on certified completion of the whole of the Works it shall be found that a reduction or increase is greater than 25% (Twenty Five Percent) of the sum named in the letter of acceptance, excluding all fixed sums, provisional sums and allowance for day works, if any, results from,

- (a) the aggregate effect of all variation orders, and
- (b) all adjustments upon measurement of the estimated quantities set out in the bill of quantities, excluding all provisional sums, day works and adjustments of price made under price escalation clause 7.36.0 and basic price clause no.7.35.0, but not from any other cause, the amount of the Contract price shall be adjusted by such sum as may be agreed between the Contractor and the institute or, failing agreement, fixed by the institute having regard to all material and relevant factors, including the Contractor's site and general overhead costs of the Contractor.

7.34.4 Claims

7.34.4.1 The Contractor shall send to the institute, once in every month, an account giving particulars, as full and detailed as possible, of all claims for any additional payment to which the Contractor may consider himself entitled and of all extra or additional work ordered by the institute which he has executed during the preceding month.

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7.34.4.2 No final or interim claim for payment for any such Work or expense will be considered which has not been included in such particulars. Provided always that the institute shall be entitled to authorize payment to be made for any such work or expense subject if the Contractor has, at the earliest practicable opportunity, notified the institute in writing that he intends to make a claim for such Work.

**7.35.0 BASIC RATES**

- (a) While making the tender, the tenderer shall base his rates for listed materials in the Schedule's' enclosed, which rates shall be herein after referred to as "the basic price". The said prices shall be ex-site godown and be inclusive of excise duty, VAT (sales tax)/GST, octroi and all other duties levied by Government or any public body, transportation, insurance, loading, unloading etc.
- (b) The institute shall, in absolute discretion, allow adjustment as per accepted percentage or maximum 5% of the billed quantities. The Contractor shall furnish to the institute periodically all purchases made by him along with invoices and daily consumption report. Adjustment in prices on account of material listed in Schedule 'A' shall be made only in respect of materials to be used on the site. It is clarified that no adjustment shall be made in respect of listed material in schedule 'A' used or to be used in the manufacture of Solid Concrete Blocks, tiles, jaali, pipes (product by other company) and other manufactured bought out items etc. whatsoever.

**7.36.0 PRICE ADJUSTMENT**

The rates quoted by the Contractor shall be firm for successful completion of Contract period and no price escalation shall be allowed in respect of rise or fall in the cost (due to indirect taxes such as VAT(sales tax)/GST, excise, octroi, rise in fuel, oil, lubricants cost, etc.) of labour and / or for materials or any other matter (except as detailed in 7.37.0 hereof) affecting the cost of execution of the Works.

**7.37.0 SUBSEQUENT LEGISLATION**

If after the last date for submission of tenders for the Works to be executed, changes in any National or State Statute, Ordinance or other Law or any Regulations or Bye-law of any local or other duly constituted authority, or the introduction of any such Statute, Ordinance, Law, Regulation or Bye-law which causes direct (such as works contract tax, Cess, but not indirect taxes such as octroi, sales tax, rise in fuel, oil, lubricants, minimum wages of labour, etc.) additional or reduced costs which do not get adjusted under Basic Rates / Price Escalation if provided here above, to the

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Contractor in the execution of the Works, such additional or reduced cost as certified by the institute after due consultation with the Contractor shall be paid by or credited to the Contractor and the Contract Price adjusted accordingly.

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**SPECIAL CONDITIONS OF THE CONTRACT:**

- 1 Contractor should be familiar with the MCGM procedure while carrying out the work on-site
- 2 Online Official payments to obtain various NOCs will be borne by the institute whereas getting required NOCs from various departments would be the responsibility of the contractor/vendor. The contractor will provide the required support for documentation and submission on the MCGM portal.(Refer to the List of NOC's required to carry out the work as per attachment)
- 3 Contractor will do the required follow-up to get the work done such that work on-site is not held up and cause any delay.
- 4 Contractor/vendor will coordinate with other service agencies and extend required support for smooth working with an understanding of the required provision during repairs and construction work.
- 5 Each participating agency shall submit hard copies of its profile and work carried out during the last five years.
- 6 There will be a minor deviation of work during the progress of the work and the same should be brought to the notice of the institute. Such deviation and variation in BOQ should be certified by the institute in writing.
- 7 There may be deviations in methodology depending on the structural condition and the structural engineer may suggest suitable remedies on inspection.
- 8 Work will be carried out PHASE WISE.

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**PROFORMA OF DECLARATION**

**(ON APPROPRIATE VALUE STAMP PAPER)**

I/We hereby declare that I/We shall treat the Pre-qualification documents, and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any persons other than a person to whom, I/We authorized to communicate the same or use the information in any manner prejudicial to the safety of the Client.

Authorized Signature of the Contractor/Company/Firm

Seal of the Company /Firm

ADDRESS:

.....

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# **ANNEXURE**

**FORM 'A' FINANCIAL  
INFORMATION**

Financial analysis: Details to be furnished duly supported by figures in balance sheet / profit and loss account for the last five years duly certified by the Chartered accountant, as submitted by the applicant to the income Tax Department (copies to be attached).

<b>Sr. No.</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
i	Gross annual turnover on Construction work.					
ii	Annual Net worth					
iii	Profit/loss					
iv	Financial arrangements for carrying out the proposed work.					
vi	Tax clearance certificate under the					

Sign of Chartered Accountant with seal.

Signature & Seal of  
applicant(s).

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**FORMC**

**DETAILS OF ALL WORKS SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH**

<b>Sl. No.</b>	<b>Name of Work/Project &amp; Location</b>	<b>Owner or sponsoring Organization</b>	<b>Cost of works in crores</b>	<b>Date of commencement as per contract</b>	<b>Stipulated date of completion</b>	<b>Actual date of completion</b>	<b>Litigation/ arbitration pending/ in progress</b>	<b>Name of address/ telephone of officer</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

Signature of applicant(s)

\*indicate gross amount claimed and amount awarded by the Arbitrator

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**FORM'D'**

**PROJECTS UNDER EXECUTION OR AWARDED/LOI ISSUED.**

<b>Sr. No.</b>	<b>Name of work / Project And location</b>	<b>Owner or sponsoring organization</b>	<b>Cost of work in Crores</b>	<b>Date of commencement as per contract</b>	<b>Stipulated date of completion.</b>	<b>Up to date amount of the work executed (INR)</b>	<b>Slow progress if any &amp;reason thereof</b>	<b>Name &amp;address/ telephone of officer to whom Reference may</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

Certified that above list of works are complete and no work has been left out and the information given is correct to the best of my/our knowledge

Signature of Applicant(s)

**Form 'E'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FOR "C&D"**

1. Sr No.
2. Name of work/Project and Location
3. For Building works:
  - i) Nature of building
    - (a) Load bearing
    - (b) RCC Framed Structure
  - ii) Height of building & number of floors.
4. Agreement No.
5. Client name:
6. Amount of Work:
7. Date of Starting of project:
8. Stipulated date of completion:
9. Actual date of completion:
10. Completion cost:
11. Justification for Delay, if any:
12. Amount of compensation
  - a. Levied for delayed completion if any
  - b. Amount of reduced rate items, if any
13. Litigation tendency:
14. Feedback from client:

(i)	Quality of work	<input type="radio"/>	Very good	<input type="radio"/>	Good	<input type="radio"/>	Fair	<input type="radio"/>	Poor
(ii)	Finance Soundness	<input type="radio"/>	Very good	<input type="radio"/>	Good	<input type="radio"/>	Fair	<input type="radio"/>	Poor
(iii)	Technical Proficiency	<input type="radio"/>	Very good	<input type="radio"/>	Good	<input type="radio"/>	Fair	<input type="radio"/>	Poor
(iv)	Resourcefulness	<input type="radio"/>	Very good	<input type="radio"/>	Good	<input type="radio"/>	Fair	<input type="radio"/>	Poor
(v)	General behavior	<input type="radio"/>	Very good	<input type="radio"/>	Good	<input type="radio"/>	Fair	<input type="radio"/>	Poor

Third party feedback, if any:

**Signature of applicant**

**Signature & stamp of client**

**FORM 'F'**

**DETAILS OF STRUCTURE & ORGANISATION**

1.	Name & address of the applicant.	
2.	Telephone No./Telex No./Fax no.	
3.	Legal status of the applicant (attach copies of original document defining the legal status(s). (a) An individual. (b) A proprietary firm (c) A firm in partnership (d) A limited company or corporation.	
4.	Particulars of Registration with various Government bodies (attach attested photocopy). (a) Registration number. (b) Organization/Place of Registration 1. 2. 3. 4.	
5.	Name and titles of Directors & officers with designation to be concerned	
6	Designation of individuals authorized to act for the organization.	
7.	Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so give the name of The project and reason of suspension	
8.	Has the applicant or any constituent partner in case of partnership firm every abandoned the awarded work before its completion? If so, give Name of the project and reason for	

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9.	Has the applicant or any partnership firm, ever been debarred/blacklisted for tendering in any organization	
10.	Has the applicant or any constituent Partner in case of partnership firm ever been convicted by court of law?	
11.	In which field of Civil engineering construction, you claim specialization	
12.	Any other information considered necessary but not included above.	

Sign of the applicant

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**FORM 'G'**

**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO  
BE EMPLOYED FOR THE WORK**

<b>Sr. No.</b>	<b>Designation</b>	<b>Total number</b>	<b>Number available for this work.</b>	<b>Name</b>	<b>Qualification</b>	<b>Professional experience of details of work Carried out</b>	<b>How these would be involved in this work</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>	<b>7</b>	<b>8.</b>	<b>9.</b>

Sign of applicant(s).

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**Form H-**  
**Detail of Construction, Plant & Equipment**

Sr. No.	Name of equipment	Nos	Capacity of type	Age	Condition	Ownership status			Current location	Remarks
						Presently owned	Lease d	To be purchased		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

**Form 'I'**  
**LITIGATION DETAILS**

**Name of applicant/or parties:**

Applicant should provide information on any History of litigation or arbitration resulting from contracts executed in last five years or currently under execution:

<b>Sr. No.</b>	<b>Year</b>	<b>Award for/against</b>	<b>Name of cline, cause of litigation &amp; matter of dispute</b>	<b>Disputed Amount in INR</b>

**NOTE:-**

1. The above information shall be supported with necessary documents otherwise the same shall be treated as null & void.
2. If the information to be furnished in this schedule will not be given & come to the notice subsequently will result in disqualification of bidder.

Sign of Applicant

## SAFETY CODE

### 1.0 GENERAL

The Contractor shall ensure and arrange at this cost fire and the safety provisions, as per safety code of C.P.W.D., Indian Standards Institution and safety manuals for all labour, directly or indirectly employed in the works for performance of this contract and such as locally in force from time to time. Contractor will indemnify the institute from any consequence arising due to Contractor's failure in respect of safety code.

Following Codes be referred;

1. IS5121 Safety code for piling and other deep foundation.
2. IS5916 Safety code for construction involving use of hot bituminous materials.
3. IS7293 Safety code for working with construction machinery
4. IS7969 Safety code for handling and storage of building materials.
5. IS8989 Safety code for erection of concrete framed structures.
6. IS10291 Safety code for dress divers in civil engineering works
7. IS13415 Protective barriers in and around buildings–Code of Safety.
8. IS13416 Preventive measures against hazards at work places–Recommendation(Part–1to5)
9. IS13430 Safety during additional construction and alteration to existing buildings code of practice.

#### 1.1.0 SAFETY, SECURITY AND PROTECTION OF THE ENVIRONMENT

- a) The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein.
- b) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the institute or by any duly constituted authority, for the protection of the Works or for the safety and convenience of the public or others asset out here under,
- c) Take all reasonable step, to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation

- d) shall maintain all statutory records and will fulfill all obligation stipulated vide different statutes commensurate with location and type of Work,
- e) shall be liable to pay compensation / penalty for violation of safety rules and for each accident so occurred.

### **1.2.0 FIRST AID & INDUSTRIAL INJURIES**

- 1.2.1 First aid facilities at easily accessible place shall be provided by the Contractor as per provisions of Labour Act or Authority where work is carried out.
- 1.2.2 The Contractor shall make outside arrangements with hospitals for ambulance service and for treatment of industrial injuries to meet eventualities needing these facilities.
- 1.2.3 All critical industrial injuries shall be reported promptly to the institute. Report shall cover type, nature, cause, physician's report and actions for prevention of those types again.
- 1.2.4 Every Team/Location should have at least one Qualified First Aider.

### **1.3.0 GENERAL RULES**

Smoking within plant, restricted areas, closed areas, near storage place of lubricant oil and fuel etc. is strictly prohibited.

The Contractor shall erect and maintain barricades required in connection with his operation to guard or protect

- (a) Excavation
- (b) Hoisting/lifting
- (c) Slab openings
- (d) Hazardous areas
- (e) Existing property likely to be subjected to damage by the Contractor's operations
- (f) Rail road, unloading spots.
- (g) High Riser Building/s.

The Contractor shall provide and maintain a closely knitted PVC net all around building throughout the construction period. He shall also provide all around from external face about 1.5M+ wide temporary platforms at every 6-7<sup>th</sup> floor covered with welded steel mesh. This shall be maintained and updated throughout the construction period to avoid any accident due to dropping of construction material/debris. This shall be strictly followed and work shall be permitted only when complied to total satisfaction of the institute.

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Failing which the institute reserves the right to get same carried out at the Contractor's risk and cost.

**1.4.0 DISPLAY**

These safety provisions shall be brought to the notice of all concerned by display on a notice board at a prominent place at the work spot. Persons responsible for ensuring compliance with the safety code shall be named therein by the Contractor. Contractor shall organize safety training from time to time.

**1.5.0 SCAFFOLDING**

Suitable scaffolds shall be provided for workmen, for all Works that cannot safely be done from the ground or from solid construction except such short period work which can be done safely from ladders. When a ladder is used, extra labours shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds be provided on the ladder and the ladder shall be given an inclination, not steeper than 1/4 to 1 (1/4 horizontal and 1 vertical). No portable single ladder shall be over 3 meter in length. The width between the side rail shall not be less than 30cm. and distance between two adjacent rungs shall not be more than 30cm.

1.5.1 Scaffolds or work platforms shall not be altered once they are erected and properly tagged. All scaffolding shall be inspected and approved by a competent person.

1. Guardrails, mid rails shall be installed on all open sides of scaffolds. Guardrails, mid-rails and toe-boards should be constructed from components furnished by the manufacturer. Where this is not possible, sound 2x4 inch lumber for (or the equivalent) must be used for guardrails and mid-rails and 1x 4 inch lumber for toe-boards.
2. Scaffold planks must be at east 2x10 inch full thickness lumber, scaffold grade, or the equivalent.
3. Scaffold planks shall be secured and must be extended over the end supports by at least six inches but not more than 12 inches.
4. All scaffolds should be fully planked and constructed with a safety factor of four inches, the maximum intended load.
5. All scaffold members shall be visually inspected before each use. Damaged scaffold members must be removed from service or repaired immediately.

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6. Access ladders shall be provided for each scaffold. Climbing the end frames is prohibited unless their design incorporates an approved ladder.
7. Adequate mudsills or other rigid footing, capable of supporting the maximum intended load, shall be provided.
8. Scaffolds shall be secured to the building or structure at intervals not to exceed 30 feet horizontally and 26 feet vertically.
9. Scaffolds shall not be over loaded. Materials should be brought up as needed. Access materials and scrap shall be removed from the scaffold immediately on completion of the work.
10. Barrels, boxes, kegs, and similar unstable objects shall not be used as work platforms or to support scaffolds.
11. Where persons are required to work under a scaffold, a screen of 18 gauge, ½ inch wire mesh or equivalent protection is required between the toe-board and the guardrail.
12. Overhead protection is required if employees working on scaffolds are exposed to overhead hazards.
13. The proper scaffold tagging procedures must be followed at all times.

a) Rolling Scaffolds

1. No one is allowed to ride rolling scaffolds.
2. Rolling scaffolds shall only be used on flat surfaces.
3. The height of rolling scaffolds shall not exceed four times the minimum base dimension.
4. The work platform should be planked tight for the full width of the scaffold. Cleats or secure the underside of planks to prevent their movement.
5. Caster breaks must be locked when the scaffold is being used or is not in motion.
6. Obtain assistance when moving rolling scaffolds. Make certain that the route is clear. Watch for holes and overhead obstructions.
7. Secure or remove all loose materials and equipment before moving scaffold.

b) Two-Point Suspended Scaffolds (swinging stages)

1. Each employee working from a two-point

suspended scaffold must wear a safety belt and be tied off to an independent lifeline. Multi-stage scaffolds require additional safety suspension lines and fall protection devices. Ropes shall be protected from burning or welding operations.

2. Suspended scaffolds shall not be less than 20 nor more than 36 inches wide.
3. Wire ropes used to suspend scaffolds must have a safety factor of six times the maximum intended load.
4. When there is a chance of contact with an electrical arc, non-conductive insulating material shall be placed over scaffold suspension cables.

c) **Needle Beam Scaffolds**

1. All employees working from needle beam scaffolds shall use safety belts and independent lifelines.
2. All needle beam scaffolds shall be constructed to support at least four times the intended load.
3. The needle beam shall be at least 4 x 6 inches and the span between supports shall not exceed 10 feet.
4. Rope supports shall be at least one inch first grade manila or larger, attached with a scaffold hitch or eye splice, properly secured to prevent the beam from rolling or being displaced.
5. When getting on or off of a float and when working from floats, you must wear a safety belt and be tied off to the structure or to an independent lifeline.

**1.6.0 GUARDRAILS**

Scaffolding or staging more than 3.25 metres above the ground or floors, swung or suspended from an overhead support or erected with stationary support, shall have guard rail properly attached, bolted, braced and otherwise secured at least 1 metre high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends. Therefore, with only such opening as may be necessary for the delivery of materials, such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.

### **1.7.0 WORKING PLATFORM**

Working platform, gangways, and stairways shall be so constructed that they do not sag unduly or unequally, and if height of platform or gangway or stairway is more than 3.25 meters above ground level or floor level, it shall be closely guarded, have adequate width and be suitably fenced, as described in clause 1.6.0 above.

### **1.8.0 FLOOR OPENING**

Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent fall of persons or materials by providing suitable fencing or railing of minimum 1 meter high.

1. Floor openings shall be barricaded or securely covered to prevent accidental displacement. Label or mark all floor hole covers, "Floor Opening - Do not Remove" with 1" letters or larger.
2. It is necessary to work inside the barricade around a floor opening, you must use a safety belt and be tied off to the structure or an independent lifeline.
3. Wall openings from which there is a drop of more than 4 feet, and where the bottom of the opening is less than 3 feet from the working surface (floor), shall be guarded with a top rail, mid-rail and toe-board.
4. A top rail, mid-rail, and toe-board or equivalent must guard every open-sided floor or platform 6 feet or more above the adjacent floor or ground level.
5. Every flight of stairs having 4 or more risers shall be equipped with a top rail and mid-rail on all open sides.

### **1.9.0 ACCESS**

Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 3 metres in length. Width between side rails in a rung ladder shall in no case be less than 30cm for ladders upto and including 3.0 m in length. For longer ladders this width shall be increased at least 16 mm for each additional 30 cm length. Step spacing will be uniform and shall not exceed 30cm.

#### **1.10.0 EXCAVATION AND TRENCHING**

All trenches, 1.5 metres or more in depth shall, at all times, be supplied with at least one ladder for each 30 metres length or fraction thereof. A ladder shall be extended from bottom of trench to at least 1 metre above the surface of the ground. Sides of a trench which are 1.5 mtrs or more in depth shall be stepped back, to give suitable slope, or securely held by timber bracing so as to avoid the danger of sides collapsing. Excavated materials shall not be placed within 1.5 metres of edge of trench or half depth of trench, whichever is more. Cutting shall be done from top to bottom. Under no circumstances shall undermining or undercutting be done.

**1.10.1** Employees working in bell-bottom pier holes shall be protected by a substantial casing that extends the full depth of the shaft. When working in such holes, confined space entry procedures must be followed and body harness must be worn and secured to a lifeline which is attended full-time. Communications between employee and attender must be clear and above surrounding noise levels.

- a) Trenches 4 feet or more in depth must have ladders spaced so that employees' lateral travel does not exceed 25 feet. Such ladders shall extend at least 36 inches above grade level.
- b) Walkways, bridges or ramps with standard guardrails shall be provided where employees or equivalent are permitted or required to cross over excavations or trenches.
- c) In locations where oxygen deficiencies or concentrations of hazardous or explosive gases or dusts are possible, the atmosphere in the excavation must be tested by a designated person before anyone enters.

#### **1.11.0 DEMOLITION**

Before any demolition work is commenced and also during the process of the work:

- (a) All the roads and open areas adjacent to the Work site shall be closed or suitably protected.
- (b) No electrical cable or apparatus which is liable to be a source of danger to an operator shall remain electrically charged.
- (c) All steps shall be taken to prevent danger to persons employed from risk of fire or explosion or flooding. No floor, roof, or other parts of a building shall be so overloaded with debris or materials as to render it unsafe.

- (d) All blasting material shall be stored and handled as per guidelines of relevant authorities.

**1.12.0 DROWNING**

When work is done near any place where there is risk of drowning, all necessary rescue equipment shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger, and adequate provision made for prompt first-aid treatment of all injuries likely to be sustained during the course of the work.

**1.13.0 ACCIDENT**

No materials on the sites shall be so stacked or placed as to cause danger or inconveniences to any person or to the public. The Contractor shall provide all necessary fencing and lights to protect the public from accidents and shall be bound to bear expenses of defense of every suit, action or other proceedings at law, that maybe brought by any person, for injury sustained, owing to neglect of the above precautions and to pay any damages and costs which may be awarded in any such suit, action or proceeding to any such person or which may, with the consent of the Contractor be paid to compromise any claim by any such person.

**1.14.0 ELECTRICAL EQUIPMENT**

All temporary and permanent electrical installations, power distribution and supply required for execution of Work shall be carried out conforming to existing industrial and domestic safety rules and regulations. Important specific points to be noted are as under,

- (a) Meter room and main switches should be freely accessible at all times and fully protected against all weathers.
- (b) Power distribution system shall be identifiable with display marking on switches.
- (c) All power distribution shall be carried out with coated, adequately insulated and of appropriate current/load rating cables. It shall be securely routed for this purpose. No loose, naked, hanging wires shall be permitted.
- (d) Overload protection devices shall be installed whenever and wherever heavy current/load consuming construction or plant machinery susceptible to hazard is in use.

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- (e) Metallic plugs and sockets shall be used in field work. Switch board shall be in close proximity so as to have quick control over the supply.
- (f) Proper and adequate earthing connection to be provided for all installation, plant machinery and distribution system.
- (g) Hand lamps and inspection lamps shall be adequately insulated and guarded with wire mesh and will have proper plugs for use.
- (h) Security and illuminatory light shall be secured firmly and protected to withstand all weather.

**1.15.0 HOISTING MACHINES/TACKLES**

- (a) These shall be of good mechanical construction, of sound material and adequate strength and free from patent defects and shall be kept in good working order and well maintained.
- (b) Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength and free from patent defects.

1.15.2 Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years shall be incharge of any hoisting machine including any scaffold, winch or forgoing signals to operators.

1.15.3 In case of every hoisting machine and of every chain ring hook, shackle, swivel and pulley block used in hoisting or lowering or as means of suspension, safe load shall be ascertained by adequate means. Every hoisting machine and gear referred to above shall be plainly and prominently marked with safe working load.

In case of hoisting machine having a variable safe working loads, each safe working load and the conditions under which it is applicable shall be clearly indicated. No part of any machine or of any gear referred to above in these paragraphs shall be loaded beyond safe working load except for the purpose of testing as laid down by manufacturers. As regards Contractor's machines, the Contractor shall notify safe working load of each machine whenever he brings it to site of work.

- (a) Motors, gearing transmission, electrical wiring and other dangerous parts of hoisting appliances shall be provided with efficient safeguards;
- (b) hoisting appliances shall be provided with such means as will reduce to the minimum, risk of an accident calescent or of

- any part of suspended load becoming accidentally displaced;
- (c) workers employed on energized electrical installations, will use insulated foot mats and in addition shall wear apparel such as gloves, sleeves and boots, which as maybe necessary, shall be provided. Workers shall not wear any rings, watches and keys or other materials which are good conductors of electricity.

### **1.16.0 MAINTENANCE**

All scaffolds, ladders, material handling equipment etc. and other safety devices mentioned or described herein shall be maintained in a safe condition as prescribed by manufacturer of each equipment and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing and maintenance facilities shall be provided at or near places of work.

### **1.17.0 PERSONNEL SAFETY AND PERSONNEL MOVEMENTS**

#### **1.17.1 Personnel Safety**

All necessary Personnel / personal safety equipment as considered adequate by the Engineer 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. Contractor shall ensure that all personnel deployed by him at Site are issued with necessary personal protective items of best quality / appropriate type / duly tested and examined and as per standard specifications like helmets, safety belts, goggles, respirators, lifejackets, lifebuoys with lifeline, etc. during working hours. Any defaulters shall be removed from the Site immediately.

- (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 materials which are injurious to eyes shall be provided with protective goggles.
- (c) Those engaged in welding works shall be provided with welder's protective eye shields and protective gloves
- (d) Stonebreakers shall be provided with protective goggles and protective clothing and seated at sufficiently safe spacing.
- (e) Workers employed on erection works, etc. shall be provided with helmets, safety belts etc.

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- (f) Workers employed on concrete finishing, welding, painting and other works above 2 metres height shall be provided with a suitable safety belt, as per Factory Rules of the locality.
- (g) When workers are employed in sewers and manholes, which are in use, the Contractor shall ensure that manhole covers are opened and manholes are ventilated at least for an hour before workers are allowed to enter them. Manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accidents to the public.
- (h) The Contractor shall not employ any worker 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-made paint.
  - (ii) Suitable face masks shall be supplied for use by workers when the paint is applied in the form of spray or a surface having lead paint is dry rubbed and scraped.
  - (iii) Overalls shall be supplied by the Contractor to workmen and adequate facilities shall be provided to enable working painters for wash during and on cessation of work.
  - (iv) Contractor shall ensure that no persons other than the ones deployed by him are present on the site without adequate safety measures.
- (i) Hearing protection is mandatory in designated areas or for specific tasks.
- (j) Respiratory Protective Equipment is required in areas where health hazards exist due to presence of hazardous substances in the air, Selection of the correct respirator for specific application is a decision of the safety
- (k) Situations that may require unique safety equipment and special training should be discussed with the supervisor and the HSE Department prior to commencing work.

1.17.2 Personnel Movement

- \* Good well-signed pedestrian access routes and vehicular traffic routes around and within work sight physically segregated from vehicles must be established and maintained to avoid accidents.

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- \* Proper barricade and barriers should be erected around the danger area and prohibited area.
- \* Any changes in traffic routes should be immediately notified to all the personnel connected with works.

**1.18.0 ENFORCEMENT**

To ensure effective enforcement of the rules and regulations relating to safety precautions, arrangements made by the Contractor shall be open to inspection by the institute.

**1.19.0 STORAGE AND FABRICATION AREA**

**1.19.1 Storage Area**

- \* Allocate clearly defined areas for each contractor and each purpose.
- \* Should have good vehicle access for other activities such as evacuation of personnel, material etc. in case of any accident. Easy entry/exit of fire tender, material handling equipment etc. should be kept in mind at all times.
- \* Should have good surface conditions to prevent tripping and wastage of materials
- \* Should have good lighting to avoid injury to personnel while working.

**1.19.2 Storage of Fuel, Oil and Lubricants**

The Contractor shall take approval from the institute for storing the lubricants, oil and fuel at site for running the machinery required for the construction.

**1.19.3 Fabrication Area**

- \* Should have good ground conditions, sufficient lighting and ventilation.
- \* Area should be kept tidy at all times.
- \* Ease of access and working should be kept in mind.

**1.20.0 FIRE EXTINGUISHING**

Suitable, sufficient fire extinguishers for all types of fire, shall be provided at worksite. In addition, sufficient buckets filled with water and sand shall also be provided. The firefighting equipment as outlined above shall be dispersed in a suitable and purposeful manner.

The Contractor shall comply with regulations of the controlling authority in force at the site of the Works relating to the precautions to be taken against fire hazards.

**1.21.0 RULES IN FORCE**

Notwithstanding the conditions stated hereof, the Contractor is obliged to enforce other Rules in force or as required in the opinion of the Engineer or his Representative.

**1.22.0 HOUSEKEEPING**

Good housekeeping is an important part of any safety program. It is the responsibility of all employees/supervisors, and workers alike to keep the project clean.

1. Scrap materials are fire and accident hazards. If an excess of materials exists in your work area, notify your supervisor to arrange for their removal.
2. Trash containers should be located in all work areas. Where hazardous substances are involved, it may be necessary to provide special labeled containers for each type of waste. If you need one in your immediate work area, notify your supervisor.
3. Tools and materials shall be placed where they will not create a hazard for others.
4. All dirty rags must be placed in metal containers.
5. Spilled liquids can cause safety or health problems and shall be cleaned up immediately. If you need assistance notify your supervisor of the Safety & Health Services Department.
6. Keep change areas clean. Do not let soiled clothes, food scraps, and soft drink containers accumulate. Drinking cups, sandwich wrappers, paper bags, etc. and other trash must be placed in provided containers.
7. Toilets, wash facilities, drinking fountains, and water cans are provided for your convenience and comfort. You are expected to help keep them clean and sanitary. Report any problems to your supervisor or the Safety and Health Services Department.
8. Remove all protruding nails, staples, screws, or other objects from lumber or building materials that present a hazard to employees or vehicles.

**1.23.0 OCCUPATIONAL HEALTH**

An occupational health program requires full cooperation and communication between the employees and the contractor.

All employees are required to follow the project hazard communication program. If you have questions regarding hazardous materials, contact your supervisor or the Safety and Health Services Department or refer to the environment control procedure of the Company.

**i) Health Requirements**

a) Use of hazardous/Toxic Substance:

All hazardous substances used on the project are subject to the provisions of the OSHA Standard. Personnel who use or may be exposed to such substances shall be informed of the hazards of the substance and the necessary precautions to be taken and shall be provided access to a Material Safety Data Sheet for each such substance. Each employee shall observe the following rules. This shall be organized by HSE Department through training/awareness program.

- 1) Hazardous materials shall be labeled with the name of the materials, the hazards associated with its use and necessary precautions to be taken. All personnel should read the labels to become familiar with the products being used. Do not handle a hazardous material if you are not able to read. Take the help of HSE Department.
- 2) Where contact or exposure to hazardous materials could exceed limits or could otherwise have harmful effects, the appropriate personal protective equipment such as gloves, goggles, aprons, chemical-resistant clothing and respirator shall be used.
- 3) Return hazardous or toxic materials to the designated storage areas at the end of each shift. Do not leave any hazardous/toxic materials such as solvent coating or thinner unattended.
- 4) All chemical spills shall be contained and cleaned up immediately to prevent further contamination. Generally, sweeping, vacuuming, mopping, or use of absorbent materials is recommended for cleaning operation. Chemicals identified as hazardous by Federal and State Agencies require special handling procedures.

- b) Respiratory Protection:

Respirators shall be used by personnel who may be exposed to hazardous or toxic materials exceeding the permissible exposure limits established by OSHA or other agencies, when engineering controls such as isolating the operation or general ventilation of the area are not successful in adequately protecting personnel. In addition, personnel shall observe and enforce the following rules:

  - 1) Personnel shall wear airheads or equivalent sources of supplied breathing air when sandblasting or applying toxic or hazardous materials inside tanks, rooms, or other areas where adequate ventilation does not exist. Pressurized process or plant air shall not be used, as it may not need breathing air requirements.
  - 2) Personnel required to wear respiratory protection shall be trained.
- c) Hearing Conservation & Noise Control:

Hearing protection is required in all posted areas of the project. Hearing protection may also be required where excess noise exposure exists on a temporary basis. This could include situations where equipment such as jackhammers, saws, drills, grinders, or heavy equipment is being utilized. All personnel shall observe the following:

  - 1) Noise acceptance levels have been identified for each activity in the Environmental Control Procedure.
  - 2) Areas where noise levels exceed established limits, even on temporary basis, personnel shall wear adequate hearing protection. This protection may include muffs, plugs, or a combination thereof. Employees required to wear such hearing protection shall be properly trained.
- d) Asbestos Handling and Removal:

All personnel involved with the handling, removal, demolition and/or disposal of materials containing asbestos shall comply with OSHA, and other state and/or local standards governing this activity.

  - 1) The Federal OSHA Asbestos Standard requires that personnel working with asbestos shall be properly

trained, monitored for exposure, medically evaluated (where necessary), and that engineering controls and personal protective equipment must be utilized to prevent exposures in excess of established limits.

2) Only authorized personnel are allowed to handle asbestos.

e) Industrial Hygiene & Monitoring:

Where the potential exists for exposure to hazardous substances, industrial hygiene samples or exposure monitoring may be necessary.

f) Exposure To Physical Agents:

All personnel exposed to physical agents such as ionizing or non-ionizing radiation, ultraviolet rays or other physical agents, shall be provided with adequate shielding or protection commensurate with the type of exposure involved, in addition, employees shall observe the following:

1) Where potential exposure to ionizing radiation sources exist, personnel shall wear dosimeter badges, radiation sources shall be monitored periodically through use of a Geiger counter or other such device. Swipe sampling and other types of monitoring may also be required under some circumstances. Only trained and authorized personnel shall be permitted to conduct such monitoring.

ii) Environmental Requirements

a) Protection of the Environment, Employees shall be knowledgeable of all environmental laws, rules, and regulations for materials, including hazard substances or wastes. Employees shall not dump, release, or otherwise discharge or dispose such materials without the authorization of their supervisor and the Safety & Health Services Department.

b) Any release of a hazardous substance to the environment, whether air, water or ground must be reported to the Safety & Health Services Department immediately. Employees shall take proper precautionary measures to counter any known environmental or health hazards associated with such a release. This may include remedial procedures such

as spill control, containment, and notification to the proper authorities.

- iii) Confined Space Requirements
  - a) Confined or enclosed spaces occur on most projects. Confined or enclosed spaces are defined as any space having a limited means of access, or that is subject to the accumulation of toxic or flammable contaminants, or that may have an oxygen-deficient atmosphere. Confined or enclosed spaces include, but are not limited to, caissons, storage tanks, process vessels, bins, boilers, ventilation/exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than four feet in depth, such as pits, tubs, vessels, vaults, and sumps.
  - b) Prior to entering a confined space, the following precautions must be taken:
    - 1. Employees must never enter a confined space without approval of their supervisor and/or the Safety & Health Services Department, and until the atmosphere has been tested by a designated person and determined to be safe. Confined space permits or tags must be posted prior to entry.
    - 2. Confined space work operations often require additional safety precautions. The precaution will be explained by your supervisor prior to the start of work.

#### 1.24.0 **HAND AND PORTABLE POWER TOOLS**

Only Tools in safe working condition will be used. Workers must comply with the manufacturer's instructions. In addition, the following safe practices shall be observed:

##### **General**

- 1. Tools shall be inspected daily to ensure that they are in proper working order. Damaged or defective tools must be tagged out of service and immediately returned to the tool room for repair.
- 2. Power saws, grinders, and other power tools shall have proper guards in place at all times.
- 3. Unplug electrical and pneumatic tools before performing maintenance or blade/bit changes.

4. Power tools must never be hoisted or powered by the cord or hose.
5. To prevent employees from tripping and falling, cords, leads and hoses must be placed out of walkways, and off stairs or ladders, be secured a minimum of seven feet (7") above walkways, runways, and ramps.
6. All grinding wheels, wire brushes and flapper wheels must be rated for the grinder on which they will be used.
7. Cords and hoses shall be secured with care to prevent their being damaged by other equipment or material.
8. When using the tools listed below or working near others using such tools, employees must use the personal protective equipment specified.

Grinder Eye Protection

Tampers Hearing

Protection

Chipping hammers Eye Protection

Impact wrenches Hearing

Protection Cutting Torches Eye

Protection

Arc Welders Hand Protection

Power Actuated Tools Eye Protection

### **Electrical Tools**

1. All portable electric tools shall be grounded (except approved, double-insulated tools).
2. All damaged cords, plugs, or switches must be immediately returned for repair.
3. All electrical cords and cables shall be covered or elevated to protect them from damages and to eliminate tripping hazards.

### **Pneumatic Tools**

1. An approved safety check valve (access flow valve) must be installed at the manifold outlet of each supply line, for hand- held pneumatic tools.
2. All pneumatic hose connections shall be fastened securely.
3. Safety clips or retainers must be installed on all pneumatic tools to prevent the accidental expulsion of the tool from the barrel.
4. All bull hoses shall be secured with a safety chain or equivalent.

**Fuel-Powered Tools**

1. All fuel-powered tools must be shut down while being refueled.
2. Smoking is prohibited during refueling operations. Other nearby sources of ignition, such as burning and welding, must also be halted during refueling operations.
3. Fuel-powered tools will not be used inside of a building or excavation without adequate ventilation or vented exhaust.

**Powered-Actuated Tools**

1. Only employees who possess valid credentials are permitted to use power-actuated tools. The manufacturer's representative shall conduct training classes at the site and, upon completion of the class, certification cards must be carried by employees when using power-actuated tools.
2. Follow all manufacturers' instructions when using power-actuated tools.

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