

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT
RESEARCH
GOREGAON (EAST), MUMBAI**

QUOTATION DOCUMENT FOR

**UPGRADATION OF INFRASTRUCTURAL FACILITIES
Existing Door Removing, Refixing & Modification RB-1, 2 &3
Civil Work (Phase-3)**

**Project Consultants
M/s DESIGN IDEAS**

163/B, Girija Bhuvan, Room No.1, Ground Floor, Opp. Parsi Gymkhana, Dr. B.A. Road , Dadar (East),
Mumbai-400 014. TEL: 24118778. TELE/FAX: 24121713. MAIL: ideas.design@yahoo.com

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Subject: Notice Inviting Quotation

“NAME OF THE WORK: **Existing Door Removing, Refixing & Modification RB-1, 2 & 3 Civil Work, (Phase-3)** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 65.”

- 1) REGISTRAR, IGIDR MUMBAI invites bids from prequalified firms/contractors of repute for the following work:

Name of work	Estimated cost	Period of completion
(1)	(2)	(3)
Existing Door Removing, Refixing & Modification RB-1, 2 &3 Civil Work, (Phase-3)	Rs. 8,28,201.00	1 month

- 2) The Quotation is being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.
- 3) Applicant has to deposit Earnest Money of **Rs.17,000/-** (Rupees Seventeen thousand only) in the form of Demand Draft/ Pay order drawn in favour of Registrar, INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI. Bank guarantee is also accepted. The EMD shall be enclosed in a sealed separate envelope and submitted along with the Quotation documents.
- 4) Quotation Documents in duplicate, supported by prescribed annexure; EMD & financial bid shall be placed in separate sealed envelopes each marked as “Envelope-1: EMD”, “Envelope-2: Financial bid” respectively. All envelopes shall be submitted together in another sealed envelope. The quotations will be received up to 2:00 PM on **5th February, 2018** with each copy of the Quotation under their full signature whether it is original or duplicate copy. No Quotation will be accepted after 2:00 PM **5th February, 2018** on under any circumstances whatsoever. The envelopes Marked “EMD”, and “Financial Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00PM.
- 5) IGIDR reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

REGISTRAR

SECTION 'C'

GENERAL INSTRUCTIONS TO QUOTATION

Sealed Quotation in duplicate should be addressed to Shri. Jai Mohan Pandit, The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **Quotation for “Existing Door Removing, Refixing & Modification RB-1, 2 &3 Civil Work, (Phase-3)” AT IGIDR CAMPUS, Goregaon, Mumbai.**

1. To reach him not later than 2:00 PM on **5th February, 2018** along with an Earnest Money of deposit **Rs. 17,000.00** by Demand Draft/Bank Guarantee drawn in favour of Indira Gandhi Institute of Development Research, of a Scheduled Bank.
2. Quotation Documents in duplicate, supported by prescribed annexure; EMD & financial bid shall be placed in separate sealed envelopes each marked as “Envelope-1: EMD”, “Envelope-2: Financial bid” respectively. All envelopes shall be submitted together in another sealed envelope. The bids will be received up to 2:00 PM **5th February, 2018**. Each copy of the Quotation will be under their full signature whether it is original. No Quotation will be accepted after 2:00 PM on **5th February, 2018** under any circumstances whatsoever. The envelopes Marked “EMD”, and “Financial Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM.
3. The Quotation shall be submitted in a sealed envelope duly filled signed and stamped on each page .the Quotation shall be submitted in the office of the Registrar Indira Gandhi Institute of Development Research on or before 2:00 pm on the stipulated date and will be opened on the day and venue which will be communicated to the Quotations. The Quotations shall choose to remain present at the time if they so desire
4. Deposited Quotation will be opened at 3:00 PM on the same date at the office of Shri. Jai Mohan Pandit, Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or any other officer designated for this purpose by him in the presence of the Quotations or their representatives should they choose to be present.
5. Quotations shall remain valid for acceptance by the Institute for a period of Four months from the date of opening of the Quotation which period may be extended by mutual agreement and the Quotation shall not cancel or withdraw the Quotation during this period.
6. The Quotation must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the Quotation form made by the Quotation shall not be valid and shall be treated as null and void.
7. The Quotation form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the Quotation may be considered invalid by the Institute in its discretion.
8. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Quotation must be attested by initials of the Quotation. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the Quotation void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the Quotation will be entertained.

9. Each Page of the Quotation Documents should be signed by the person or persons submitting the Quotation in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any Quotation with any of the documents not so signed will be rejected.

10. The Quotation submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the Quotation may be rejected by the Institute.

11. The Earnest Money deposit of **Rs. 17,000.00** by a Demand Draft/ Bank Guarantee issued by a Schedule Bank drawn in favour of Indira Gandhi Institute of Development Research, Mumbai shall only be accepted by the Institute. A Quotation which is not accompanied by EMD i.e. demand draft/ Bank Guarantee will not be considered. The EMD will be returned to the Quotations if his Quotation is not accepted by the Institute but without Interest. The EMD paid by the successful Quotations shall be held/enchased by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful Quotation shall be converted into Security Deposit (SD). 3% of the total value of work done will be withheld from their running A/C bills by the Institute as Retention Money (RM). The 50% EMD and 50% of Retention Money shall be released to the contractor on virtual completion and remaining 50% of EMD and RM amount shall be released after successful completion of 12 months of Defect Liability Period. In case of the contractor so request the balance 50% of Security Deposit (i.e. EMD + RMD) will be held in the form of Bank Guarantee of an approved scheduled Institute in the Performa to get approved by the employer till the satisfactory completion of defect liability period of 12 months, except water proofing works for which is governed by the guarantee to be submitted separately. For water proofing work guarantee should be 10 years from date of completion of work and contractor should submit Corporate Guarantee on 100/- rupees stamp paper. The security deposit of the successful Quotation will be forfeited if; he fails to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.

12. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any Quotation and reserves to itself the right to accept or reject any or all the Quotations, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more Quotations and the contractor shall carry out even the part orders for various items.

13. Indira Gandhi Institute of Development Research reserves the right to sub-divide the work mentioned in the Quotation, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. Indira Gandhi Institute of Development Research also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed

and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self supporting and relevant.

14. On receipt of intimation from the Employer of the acceptance of his/their Quotation, the successful Quotation shall be bound to sign the formal Contract and within seven days thereof, the successful Quotation shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so Quotations, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful Quotations.

15. The Contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the Employer, without prejudice to his other remedies against the Contractor.

16. The Contractor shall carry out all the work strictly in accordance with drawings, and design and as per detailed instructions of the Institute's Engineer. If in the opinion of the Institute's Engineer, changes have to be made in the design and with the prior approval in writing of the Employer they desire the Contractor to carry out the same, the Contractor shall carry out the same. The Institute's Engineer's decision in such cases shall be final.

17. A schedule of probable Quantities in respect of each work and Specifications accompany these Special Conditions. The Schedule of Probable Quantities is liable to alterations, as per Institute's requirement. Each Quotation should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire Quotation.

18. The Quotation must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making Quotation and for entering into a contract and must examine the drawings, inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto. Since the contract comprises of completion of balance incomplete works from the previous contract, the contractor quoting shall visit the site & familiarize himself with the work already executed & the balance work to be executed under the new contract. Any extra claims on account of non understanding the existing site condition shall not be entertained later.

19. The rates quoted in the Quotation shall include all charges for packing, transport, loading, unloading and for delivery at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever. Quotation must include in their rates, work

contract tax, sales tax, excise duty, octroi and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of sales tax, excise duty, octroi or other tax, duty or levy whether existing or future, shall be entertained by the Employer.

20. The Contractor should note that unless otherwise stated the Quotation is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. No claim shall be entertained on this account.

The contractor shall bring to the notice of the Employer in case of any extra items not mentioned in the schedule of quantities during the course of the work and shall only carry out the same on written approval from the Institute's Engineer.

21. Time allowed for carrying out the work is 1 month, which shall be strictly observed by the Quotation and it shall be reckoned from the 4th day of issue of written order to commence the work. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the Contractor fails to complete the work within the specified period he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 10% of the contract amount. The Quotation shall before commencing work prepare a detailed work program which shall be approved by the Institute's Engineer/ Consultant.

22. Quotations will be considered only from recognized bonafide manufacturers/contractors in the trade concerned and who are satisfying the minimum prescribed qualifications. Each Quotation shall submit with his Quotation a list of large works of a like nature he has executed giving details as to their magnitude and cost, the proportion of work done by the Contractor in it and the time within which the works were completed.

23. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith 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 materials or in obtaining water and power connections for construction purpose or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the Quotation amount, subject to such variations as are provided for herein.

24. The successful Quotation is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of Instructions in respect of

such additional items and their quantities will be issued in writing by the Employer. The rates for such extra items shall be worked out on the basis of a rate analysis considering the basic material prices with market discounts plus labour cost plus the profit & overheads component of 15% over the material & labour cost.

25. The successful Quotation must co-operate with the other contractor appointed by the Employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Engineer. The contractor is responsible for the protection of the materials ordered by him & stored on the site against any theft, damage on account of natural elements like rain, storms, etc & should take proper precaution to cover the same.

26. The rates for all RCC, Masonry, Plaster & other Civil items to include that for necessary scaffolding, staging, platforms, curing etc as per the directions of the engineer in charge.

27. DEFECT LIABILITY PERIOD

Any defect or fault which may appear during 12 months from the date of virtual completion of work/or supply and installation in full as specified under the contract, arising in the opinion of the Institute's Engineer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Institute's Engineer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor at his own cost and in case of default the Institute may employ and pay other persons to amend the make good such defects/faults and damages, loss and expenses consequent there upon or incidental thereto shall be made good and borne by the Contractor and such damages, loss and expenses shall be recoverable from him by the Institute, or may be deduced by the Institute upon the Institute's/Institute`s Engineers' certificate in writing from any moneys due or that may become due to the contractor. The contractor/supplier shall remain liable under the provisions of this clause notwithstanding the signing by the Institute's Engineer any certificate or passing of any accounts. The above defects Liability clause does not hold good for water proofing works, which shall be governed separately by a performance guarantee to that effect. For water proofing work guarantee should be 10 years from date of completion of work and contractor should submit Corporate Guarantee on 100/- rupees stamp paper.

27. All erasures and alterations made while filling the Quotation must be attested by initial of the Quotation. Overwriting of figure is not permitted. Failure to comply with any of these conditions will render the Quotation void. No advice of any change in rate or conditions after the opening of the Quotation will be entertained.

28. Each Quotation should contain not only the rates but also the value of each item of work entered in a separate column and all items should be totaled up to show the aggregate value of the entire Quotation.

29. The Contractor shall arrange to get all the samples of materials to be used in the work approved from the employer.

30. Time shall be considered as the essence of the contract. Indira Gandhi Institute of Development Research reserves the right to terminate the Contract if the contractor fails to execute the job within the specified period or fail to keep the program of work as per the program given by the contractor and approved by Institute.

Notice to Correct

If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract, the Engineer may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

Termination

If the Contractor:

- (a) Fails to comply with a notice issued by Engineer.
- (b) Abandons or repudiates the Contract.
- (c) Without reasonable excuse fails:
 - To commence the Works in accordance with Letter of Acceptance,
 - To proceed with the Works in accordance
- (d) Becomes bankrupt or insolvent, goes into liquidation.
- (e) Fails to comply with a notice issued, within 28 days after having received it, or
- (f) Assigns the Contract or Subcontracts the Works without the required consent.

Then the Employer may, after having given **14 days' notice to the Contractor**, terminate the Contractor's employment under the Contract and expel him from the Site. The Contractor shall then deliver all Construction Documents to the Engineer. The Contractor shall not be released from any of his obligations or liabilities under the Contract. The rights and authorities conferred on the Employer and the Engineer by the Contract shall not be affected.

The Employer may upon such termination complete the Works himself and/or by any other Contractor. The Employer or such other Contractor may use for such completion so much of the Construction Documents, Contractor's Equipment, Temporary Works, Materials as he or they may think proper, upon completion of the Works, or at such earlier date as the Engineer thinks appropriate. The Engineer shall give notice that the Contractor's Equipment and Temporary Works will be released to the Contractor at or near the Site. The Contractor shall remove or arrange removal of the same from such place without delay and at his cost

Valuation on Date of Termination

The Engineer shall, as soon as possible after termination, determine and advise the Contractor of the value of the Construction Documents, Materials, and Works and all sums then due to the Contractor as at the date of termination.

Payment after Termination

After termination, the Employer shall not be liable to make any further payments to the Contractor until the costs of execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the Contractor, have been established.

The Employer shall be entitled to recover from the Contractor the extra costs, if any, for completing the Works after allowing for any sum due to the Contractor. If there are no such extra costs the Employer shall pay any balance to the Contractor.

31. Mode of payment:

On account bills shall be made as under detailed item wise measurement will be taken and payment shall be made based on completion of specific item of work basis on the quoted rate. All payment shall be subject to recovery of 5% towards security deposit, Retention money income tax and work contract tax. On account payment to the extent of 75% of the total amount of running bill can be paid to the contractor if deemed fit and approved by the institute's engineer and consultant architects representative.

- i) Material advance shall not be paid, however the contractor after supplying the material on the site can claim a running bill and the material value can be claimed as a percentage of the item rate and as approved jointly by the Institute's Engineer, the Project Management consultants and the Contractor's Engineer. The amount worked out as above should in no case be less than the minimum amount bill value stipulated under this contract.
- ii) Contractor shall note that the interim value of work done towards payment of running bill is **Rs. 5 Lakhs.**

32. The item wise measurements of work have to be done and quantities have to be worked out for the accurate assessment of the total cost of renovation before quoting.

33. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** or decision. If this decision is not acceptable to the party, then the same shall be settled as per the arbitration act.

34. Insurance Clause:

The Contractor shall be responsible for all injury to person, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-Contractor's employees, whether such injury or damage arise from carelessness, accident or any other case

whatever in any way connected with the carrying out of the contract. This clause shall be held to include, inter-alia, any damage to buildings whether immediately adjacent or otherwise, and any damage to road, streets, footpaths, bridges or ways as well as all damage caused to the buildings and works forming the subject of this contract, by frost or other inclemency of weather. the Contractor shall indemnify the employer and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of government or otherwise and also in respect of any award of compensation or damages consequent upon such claims. The Contractor shall reinstate all damages of every sort mentioned in this clause, so as to deliver up the whole of contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property or third parties.

The Contractor shall indemnify the employer against all claims which may be made against the employer by any member of the public or other third party in respect of anything which may arise in respect of the works or in consequence there of and shall at his own expenses arrange to effect the maintain until the virtual completion of the contract with an approved office, policy of insurance in the joint names of the employer and the Contractor against such risk and deposit such policy or policies with the employer from item to time during the currency of this contract. The contract shall also similarly indemnify the employer against all claims which may be made upon the employer whether under the workmen's compensation act or any other statutes in force during the currency of this contract or act Common Law in respect of any employee of the contractor or any sub-contractor and shall at his own expense effect and maintain, until the virtual completion of the contract, with an approved office a policy of insurance in the joint names of the Employer and the contractor against such risks and deposit such policy or policies with the Employer from time to time during the currency of the contract.

The minimum limit of the coverage under the third party insurance policy shall be Rs. 2 lakhs person for any one accidental or occurrence and Rs. 5 lakhs in respect of damage to property for any one accident or occurrence.

The Contractor shall be responsible for anything, which may be excluded from the insurance policies above referred to and also for all other damages to any property arising of and incidental to the negligent or defective carrying out of this contract. He shall also indemnify the Employer in respect of any costs, charges or expenses arising out of claim or proceedings of damage arising there from.

The Employer shall be at liberty and is hereby empowered to deduct the amount of any damage compensation, costs, charges and expenses arising occurring from or in respect of any such claims of damage from any or all sums due or to become due to the Contractor.

In addition to the above, the Contractor shall insure the work against loss due to fire, for the entire contract amount with an approved insurance company till the virtual completion of the work.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us incase the work is entrusted to me/us.

Place :

Signature of Contractor

With the seal of their company

Date :

SECTION 'D'
SPECIAL CONDITIONS

1. The workmen will not be allowed to stay within the premises.
2. The water required for the work or workmen cannot be availed from the site .Contractor has to make arrangements independently.
3. The electric power required for the work can be drawn from the supply available at site on the condition that expenses shall be borne by the contractor. The electric meter to be installed at the site by the contractor at his own cost.
4. Permission if any, required from the local bodies shall be obtained by the contractor at his cost.
5. Even though in finishing items, the number of coats of paint/polish are mentioned, the contractor shall note that the entire furniture be finished in top class while handing over, including if necessary, additional coat of painting/polishing etc. without any extra cost. Since the job involves completion of incomplete work, the contractor to ensure the finish for the incomplete as well as balance works.
6. The intending bidder can obtain any clarifications regarding the Quotation drawings, specifications etc. if any from the office of the **Registrar, Indira Gandhi Institute of Development Research, Goregaon, Mumbai 400 065** on any Institute`s working day.
7. The entire materials for the work shall be brought to the working area through the staircase only.
8. Wherever the basic rate for the material is specified, the contractor should provide to the Institute for verifications all paid bills of purchased materials for ascertaining the actual rate of purchase so as to settle the difference in cost of material. The rate shall be got approved from the Institute before purchasing. The adjustment in price of materials shall be made on measured quantity with 5% allowance for wastage. No overhead or profit shall be considered on the cost difference. The basic price for the materials shall be taken as the cost of material at dealer`s goes down and transportation; loading and unloading charges etc. shall be included in the lump-sum rate quoted for each item.
9. The debris/dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the Institute`s Engineer away from the Institute`s premises.
10. The bidder shall use only approved brand materials.
11. A qualified, experienced in Renovation and responsible full time engineer shall be posted at site who can receive instructions, maintain account of materials etc. take decisions at site, without waiting for the instructions of the contractor.
12. No lapses from the Contractors side, which may cause damage to the property and injury to the occupants/neighbors in the opinion of he Institute`s Engineer, shall be permitted.
13. The work has to be carried out with least inconvenience to the staff.

14. Programmer should be submitted before commencement of work so as to enable the Institute to intimate the Departments in advance for smooth working and better progress and the time schedule should be strictly adhered to.
15. No labors shall be permitted to stay inside the campus after working hours. Contractor to make provision for the stay of his labor outside the premises at his own cost & the rates quoted to include the cost for the same.
16. The Contractors has to obtain permission from the local authorities as per the existing local bye laws for such works and the charges/fees if any, has to be borne and paid by the contractor including water and draining charges.
17. The contractor should have valid labour license from Labour Commissioner wherever the number of laborers' engaged is 20 or more.
18. Sales Tax on works contract shall be deducted as per Works Contract Act 1989 (as amended) at source. The rate quoted shall include all such taxes and levies.
19. The contractor shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the building only on producing the photo pass issued by the Institute's Caretaker.
20. Before quoting the rates contractor should inspect the site and understand themselves about the nature and scope of the work.
21. Any damage cause to any of Institute's properties shall be made good by the contractor at their own cost.
22. The contractor shall carry out the work strictly in accordance with specification details and instructions of the Institute's Engineer.
23. The Contractor shall make their own arrangements for storing of their materials at site.
24. Contractor shall keep the Institute indemnified against all claims, if any.
25. Before starting any dismantling work, the contractor shall procure the entire material to be use for that particular material in advance & should make his own arrangements to store the material at his risk & cost. The institute will try to provide space to store the procured material to its best extent, however if it is not possible for the institute to do so, then the contractor shall make his own arrangements to store the material outside the institute's premises & bring the same for execution as and when required. The contractor should physically verify the receipt of the materials by having the procured materials checked by the engineer in charge.
26. As the nature of the work is completion of the balance work left by the previous contractor, the new contractor has to use the existing material left by the previous contractor. The new contractor before commencing the work & signing the agreement has to survey the premises & physically verify the balance material, a list of which is attached herein. Any discrepancy in the quantities of the material on site & the one mentioned in the list in the Bill of Materials have to be brought to the notice of the owner

before signing the contract. The contractor however has to confirm the basic material rates attached hereto in the list of materials before quoting & has to quote his rates for the balance work accordingly.

27. The Contractor to deposit with **IGIDR** a **performance bond** (**Contract Performance Guarantee**) in the form of a Demand Draft or Bank Guarantee an amount equivalent to 5% of the value of the contract, which will be returned to the contractor on the faithful completion of the project, on virtual completion as certified by the consultant architect & the Institute's engineer. IGIDR will not be liable to pay any interest on this amount. IGIDR reserves the right to withhold/ encash full or part of the Performance bond in case the contractor fails to complete the project as per the Quotation stipulations due to any failure on his part.

Place :

Date :

Signature of Contractor with seal

SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time in case where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used, an extra mazdoor shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform is provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt cement mortar and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engage in welding works shall be provided with welder's protective eye-shields and gloves.
10.
 - (i) No paint containing lead or lead products shall be used except in the work of paste or readymade paint.
 - (ii) Suitable face masks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
11. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the period of cessation of work.
12. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect conditions.
13. The ropes used in hoisting or lowering material or as a means of suspension shall be durable quality and adequate strength and free from defects.

SPECIFICATIONS (General Building Works)

Section E – General

Contract:

The form of contract shall be according to the printed form "Conditions of Contract". The following clauses shall be considered as an extension and not in limitation of obligation of the contract.

Drawings:

Two copies of all drawings, the Schedule of Quantities and Specifications shall be furnished by the Engineers to the contractor for his own use until the completion of the contract, and shall be accessible at all reasonable times to the Architects or their representatives.

All important drawings are to be mounted on boards and placed in racks and indexed.

Dimensions:

Figured dimensions are in all cases to be accepted in preference in scaled sizes, large scale details take precedence over small scale drawings, in case of discrepancy, the Contractor has to ask for clarification before proceeding with the work.

Contractor to include in his rates:

The Contractor shall include in his rates for all the items listed in this Section.

Contractor to Inspect Site:

1. The Contractor shall visit and examine the construction site and satisfy himself as to the nature of the existing roads or other means of communications, the character of the soil and the excavations, the extent and magnitude of the work and facilities for obtaining materials and shall obtain generally his own information on all matters affecting the execution of the work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points or on the ground of insufficient description will be allowed. All expenses incurred by the contractor in connection with obtaining information for submitting this Quotation including his visits to the site or efforts in compiling the Quotation shall be borne by the Quotationer and no claims for reimbursement thereof shall be entertained.

Access to site:

2. The Contractor is to include in his rates for forming access to the site, with all temporary roads and gangways required for the works.

Setting out:

3. The Contractor shall set out the building in accordance with the plans. All grid/ centre lines shall be pegged out to the satisfaction of the Architects. The contractor shall be responsible for the correctness of the lining out and any inaccuracies are to be rectified at his own expense. He will be responsible for taking ground levels of the site before setting out and recording them without any extra charge.

The Contractor shall construct and maintain proper benches at the intersection of all main walls, columns etc., in order that the lines and levels may be accurately checked at all times

Treasure Trove:

4. Should any treasure, fossils, minerals, or works of art of an quarial interest be found during excavation or while carrying out the works, the Contractor shall give immediate notice to the Institutes of any such discovery and shall make over such finds to the Employer.

Access for Inspection:

5. The Contractor is to provide at all times during the progress of the works and the Maintenance period proper means of access, with ladders, gangways etc. and the necessary attendance to move and adapt as directed for the inspection of measurement of the works by the Engineers of their representatives.

Attendance upon all Trades:

6. The General Contractors shall be required to attend on all the Tradesmen or Sub-Contractors/Contractors appointed by the Employer for Water Supply and Sanitary, Electrical Installation, Lifts, Air-conditioning, Security Equipment, Hardware, Telephone and other Specialist Contractors. The rates quoted shall be inclusive of all attendance and also allow the other contractors, appointed by the Employer, use of his scaffolding and retain until such time the relevant sub-Contract works are completed.

Water supply:

7. Potable & Construction Water shall be arranged by the contractor at his expense and the Institute shall not be responsible for the supply of the same, The contractor while quoting has to include the cost towards the same in the rates quoted and no extra payment shall be made towards the same.

Electric Supply:

8. Electric connection shall be given by the client at one point; the contractor should make his provision for drawing the electricity from that point at his cost. A meter shall be installed at one point and the electricity used shall be measured and billed as per the prevalent electricity board rates plus Administrative charges of the Institute as mutually decided.

Caretaker and Watchmen:

9. The Contractor from the time of being placed in possession of the site must make arrangements for watching, lighting and protecting the work, all materials, workmen and the public by day and night on all days including Sundays and Holidays at his own cost.

Storage for Materials:

10. The Contractor shall provide for all necessary sheds of adequate dimension for storage and protection of materials like cement, lime, timber and such other materials including tools and equipment which are likely to deteriorate by the action of sun, wind, rain or other natural causes due to exposure in the open. For cement the contractor shall arrange for leak proof go down of sufficient size to store not less than 3 months requirement of cement.

All such sheds shall be cleared away and the whole area left in good order on completion of the contract to the satisfaction of the Institute's Engineer.

All materials which are stored on the site such as bricks, aggregates etc. shall be stacked in such a manner as to facilitate rapid and easy checking of quantities of such materials.

Cost of Transporting:

11. The Contractor shall allow in his cost for all transporting, unloading, stacking and storing of supplied of goods and material for this work on the site and in the places approved from time to time by the Engineers. The Contractor shall allow in his price for transport of all materials controlled or otherwise to the site.

APPENDIX

Earnest Money Deposit	2% of the Estimated Value.
Defects Liability Period	12 months. (10 years for water proofing work)
Period of final measurement	1/2 month.
Date of commencement	4 th day from the date of issue of work order.
Date of completion	1 month from the date of commencement
Liquidated damages	Rs.1% of the cost of the work per week (subject to a max. of 10% of the value of work actually executed/ accepted contract value)
Value of work for interim certificate	Rs. 5 Lakh (5, 00,000.00)
Retention percentage	3% of each R. A. Bill Amount.
Total Security Deposit (EMD + Retention Money)	5% of the contract value.
Payment after virtual completion	50% of the aggregate of the Security Deposit amount actually retained. The balance after defect Liability period As mentioned above is over.

Place : Signature and seal of Contractor with Seal

Date :

RECOMMENDED MANUFACTURER LIST

Materials	Manufacturers
A Civil & Plumbing	
1 Grey Cement	Ambuja/Ultratech/ ACC
2 White Cement	JK white/ Birla white/ Wall Plast
3 Ceramic Tiles	Johnson / Kajaria / Nitco
4 Sanitary ware	Parry ware/ Neycer/Hindustan/Euro
5 GI Pipes	Tata / Zenith (Class-C as per IS 129)/ Jindal supreme/prince
6 PVC Pipes	Jaguar / Essess/ Plumber/ Marc
7 Plumbing fittings	Bell / Johnson / Euro
8 Vitrified tiles	IISCO, Kesoram as per BIS 1536
9 CI Pipe for internal & External drainage & Water Supply	
10 G.I. fittings	KIRTI as per BIS.554 : 1975.
11 G.M. gate valves, globe valves and check valves	LEADERS, SANT as per BIS. 778/1971
12 Brass bib cock, stop cock	Jaquar / Continental/GEM
13 Ball Valves	Techno, Leader, as per BIS.1703:1977.
14 C.I. soil, waste, vent rainwater pipes & fitting	BIC, HEP, NECO, as per B.I.S. 1729
15 C.I. nahani traps, floor traps	BIC, HEP, NECO, as per B.I.S. 1729
16 C.I. Chamber boxes & C.I. gully traps	Patel Pattern of 'Bombay Iron Works'
17 Pig Lead	Standard Metal Works of 99.50% purity
18 Lead Pipes	Standard Metal Works solid drawn as per BIS. 404:1962.
19 C.P. brass waste couplings and bottle traps Health faucet.	Jaquar Allied/GEM
20 C.P. fancy head stop cocks, bib Cocks & pillar taps	Jaquar Continental/GEM.
21 European W.C. seats	Commander/Patel as per BIS.2548
22 A.C. pipes & fittings	Everest, Swastik as per BIS 1626:1980
23 Flush valves for W.C	Jaquar Allied/GEM.
24 Water Proofing Chemical	Ciba Geigy/ Acco Proof/ Pidilite/ Sunanda or Eq.
B Carpentry	
1 Wood	NBTW on exposed surfaces, CPTW on internal surfaces
2 Veneer	Natural/ Jacksons/ Century/ Kitply / Anchor
3 Laminate	Merino/ Alfica/ National/Greenlam/ Decolam/ Formica
4 Soft board	Jolly board/ Western India Ply board.
5 Drawer Slide	EBCO or Eq
6 Door Stopper	EBCO or Eq
7 Dead Lock	Vijayan/ Godrej or Eq
8 Hardware	GKW/ Earl Bihari

9	Locks	Godrej / EBCO
10	Door closer	Efficient/ Garnish/ Hyper
11	Floor spring	Everite/ Garnish/ Omega
12	Paints & Adhesives	Asian/ ICI/ Berger/ J & N
13	Plywood	Kenwood/ Kitply/ Greenply/Century/Mayur Speed
14	Particle Board	Decocoard, Uroboard
15	Handle	Kich/ Golden or Eq
16	Adhesive	Fevicol/ Movicol/ Araldite
17	False ceiling	India Gypsum/ Armstrong/USG
18	False Flooring	Inner Spaces/ United Insulation
19	Glass	Modi/ Saint Gobain/ Asahi
20	Hinges	EBCO, Puneet, Reliance

C Electrical Work

1	Wires	Polycab / Finolex / Anchor
2	PVC pipes	Precision/ Prince/ Kisan/ Supreme/ Finolex.
3	Switch Socket	Anchor Roma/ MK India or EQ
4	Distribution Board	L&T / MDS
5	ELCB/ ELMCB	L&T / MDS
6	MCCB	L&T / Siemens
7	Cables	Polycab / Finolex / CCI / Associated Cables
8	Glands	Comet / EMI / Sudhir
9	Lugs	Dowells
10	Light Fixtures	Philips / Wipro/ Bajaj/ Crompton Greaves or EQ.
11	Light Bulbs/ Tubes	Phillips / Osram / CGL
12	Telephone/ Data cable	Lucent AT & T
13	Fuse Switch unit	L&T / Siemens
14	Meter	AE / IMP
15	Fire & Access control	Zicom/ Tyco/ Dats /PCD
16	Tel Tag Block	Krone
17	UPS/ Stabilizer	Tata Liebert / APC
18	Data cables	AMP or EQ.
19	Ceiling Fan	Orient /OR EQ.
20	Wall Bracket Fan	Usha / Orient
21	Exhaust Fan Light Duty	Usha / Unique OR EQ.
22	Exhaust Fan Heavy Duty	Usha / Crompton OR EQ.

D Steel

Structural Steel	Tata / Jindal OR EQ.
M.S Structural Steel	Tata / Jindal OR EQ.

Note: Any other Equivalent Brand to be first approved by the client & consultant & then to be used.