



**MODIFICATION AND RENOVATION AT CONSULATE
OFFICE BUILDING BASEMENT CONF ROOM REPAIR /
RENOVATION WORKS, CHENNAI, INDIA
STATEMENT OF WORK
AUGUST 2019**

Scope of work for Repair / Renovations at Consulate Office Building Consulate General of The United States of America, Chennai, India

1.0 Brief Description of the Project

Consulate General of The United States of America, Chennai has a requirement of hiring services of a civil / interior contractor to carry out renovation and modifications in consulate office building. Work involved replacement of floor tiles, erection of dry wall partitions, False ceiling, electrical, light fixtures and outlets etc. per below Scope Of Work.

Contractor is responsible to provide and install all the material on site for this work. Contractor shall be responsible for disposal of the dismantled / demolished material as per host government rules and regulations.

Indicative drawings are attached along with the SOW.

Special Note: Contractor has to hire services of a certified engineer / registered professional engineer in line with NFPA requirements to assess existing system and come with requirement of detectors.

Qualification of the designer is a major factor for selection of the contractor for this work and hence shall be submitted along with the bids for USG review and reference.

Only those contractors who will be able to produce above required documentation for the designer qualification will be eligible to bid.

2.0 Site Visit

A site visit will be arranged for all the prospective bidders for this project to obtain an overview of the project and to understand the existing site conditions to prepare them for proper planning and facilitate them for bidding.

Contractors are advised to thoroughly go through the solicitation and come prepared with possible queries, if so required during the site visit. The prospective bidders are also to provide in writing possible queries to the Contracting Officer.

3.0 Scope of Services

Below is a brief description of works involved in the scope followed by detail of these items.

Civil / Interior Works –

- i. Scraping, surface preparation of floor and walls.
- ii. Erection of 4” thick dry wall partition.
- iii. Installation of fire door.
- iv. False ceiling installation.

- v. Civil & vitrified Tile Flooring.
- vi. Painting and finishing

Electrical Works

- i. To provide and install or rearrange electrical outlets in the proposed area for renovation.
- ii. To provide and install new LED light fixtures.
- iii. To provide and install electrical outlets in the proposed area spaces as per locations shown in the electrical drawing.

Fresh air ventilation duct works

- i. Provision of fresh air ventilation duct for the proposed conference room.
- ii. Make an opening in the proposed conference room wall from the corridor to facilitate provision of fresh air duct.

a. Project Schedule:

Contractor shall submit a baseline schedule followed by weekly schedule which take into account the practical reality of the site, one-week look ahead linked to the original / Monthly schedule to the COR for the purpose of review and approval before Commencement of work.

b. Codes:

Contractor shall follow OBO code and IBC 2015 and applicable Indian local codes for any reference during work.

4.0 Scope of Work

The scope of this work is to make the space usable for conference room in the existing set up. Contractor shall be providing all the material and labor required for Civil, Electrical, Interior, duct and other associated works.

4.1 SOW – Basement Conference room renovation

4.1.1 Demolition work:

- 4.2 Contractor shall demolish existing double door and fill the area proposed with dry wall partition as mentioned in the SOW ahead.
- 4.3 Contractor shall remove the existing metal railing completely and fill the holes in the floor with neat cement slurry.
- 4.4 Contractor shall make an opening in the exterior wall of the proposed conference room (towards passage) to provide access to new duct to enter conference room.

4.1.2 Floor Tiling work:

1. Contractor shall refer drawing for area of tile work
2. The floor to be thoroughly repaired, cleaned, remove all the dust and other foreign materials from the area.
3. Close any pores present in the floor area and make the surface ready for laying vitrified tiles.
4. Proper leveling to be arrived to facilitate laying of tiles.
5. Apply Nito bond / equivalent at least 3mm thick. Follow manufacturer's recommendation for application.
6. Supply and install 2' x 2' first quality tile of make Kajaria / equivalent vitrified tiles anti-skid of approved shade for the floor and skirting.
7. Sample tiles to be submitted for material, type and color/design approval before ordering the tiles.
8. The vendor to take care of floor undulations if any while laying the tiles.
9. The floor ramp in front of the entrance door (near the hand railings) to be leveled and proper finish to be done for providing proper walkway to the conference room.
10. After completing the work, the vendor shall do the necessary cleaning and finishing.

Total Area – 600 sft.

4.1.3 Gypsum dry wall partition work

1. Construct gypsum dry wall partition against the walls of the conference room. The completed wall shall be 100 mm thick. The wall will extend from, floor up to the ceiling. The metal frame shall be of 2x40mm. The void space between the frames shall be filled with fiberglass rock wool insulation with a density not less than 50kg/cum. One no. of 12mm Gypsum board shall be placed on one side of the frame, making the total wall thickness to 100mm. Necessary joining compound, paper tapes, shall be adequately used. Primer and putty to be applied to the gypsum wall on both sides and putty and completed with two coats of emulsion painting with roller finish on the surface. **Total Area – 1400 sft. Make: GypIndia / Equivalent.**

4.1.4 Concrete work

1. Contractor shall modify the existing ramp as shown in the drawing with a ramp starting point and max slope 1:12.
2. Contractor has to fill the area in front of the cage shown in drawing A-1.
3. Contractor shall make keys in existing flooring before pouring the concrete for better adhesion. Contractor shall also use bonding agent.
4. Contractor shall provide and place M20 grade concrete in the depressed area between ramp and conference room wall. Contractor shall place concrete in 4" layers and use needle vibrator to compact it fully.
5. Contractor shall follow contours of existing ramp to top level of the freshly laid concrete.

4.1.5. False ceiling works

1. New false ceiling work with grid tiles be fixed with proper channels, frame work and accessories. **Total area – 700 sft. Make: Armstrong / Equivalent.**

4.1.6. Fire Alarm work

1. Contractor shall provide and install OBO code / IBC 2015 compliant Automatic fire alarm notification and detection device (s) in the proposed conference room.
2. Contractor shall remove existing devise as required.
3. **Design / assessment of the existing system and requirement of the detectors in the room has to be done by a certified engineer / registered professional engineer in line with NFPA requirements.**
4. **Contractor shall, upon completion of assessment / requirement for the proposed conference room, prepare shop drawings for OBO FIR review.**

4.1.7 Existing double door entrance alteration for provision of new fire door

1. Remove the existing doors and frame and clear debris.
2. Close a part of the entrance area with gypsum drywall partition as per specifications in line item#2 with appropriate finishing to facilitate fixing of new fire door and frame.

4.1.8 Fire door installation works

1. New Wooden Solid Core Door – One Hour Fire Rated.
Contractor shall provide and install one number one hour fire rated wooden door as per below specifications. The door shall be equipped with, a door closer and a crash bar. These hardware shall be GFCI – Government Furnished Contractor Installed.

Door Frame:

Wooden door frame made of hard wood of section 140X70 mm with heat activated intumescent fire seal strip of section 12X5 mm.

- Finished with two coats of fire retardant primer.
- Final finish with 1mm thick laminate.

Door shutter:

- 55mm thick asbestos free composite Fire/Smoke check wooden shutters of 60 minutes fire resistance rating confirming to BS: 476 Part-22 & IS: 3614 Part-II comprising of two 12mm thick non-combustible boards sandwiching 25mm thick fire resistance insulation material faced with 3mm commercial ply on both sides with heat activated intumescent fire seal strip of size 12X5mm mounted on grooves of hardwood leaping on three sides except bottom. Size of shutter 7’X3’6”.
- Finished with 2 coats of fire retardant primer.
- Final finish with 1mm thick laminate.

Accessories:

- a. 304 grade SS heavy duty ball bearing hinges (100X75X3mm). Make: Garg / equivalent – 4 nos.
- b. Fire rated door closer. Make: Geze / Briton / equivalent. – 1 no.
- c. 304 grade SS door handle (250mm). Make: Hardwyn / equivalent. – 2 nos.
- d. Mortise lock with lever handles with 70mm cylinder. Make Hardwyn / equivalent. -1 no.
- e. Dead lock with 80mm cylinder. Make: Hardwyn / equivalent. – 1no.
- f. 304 grade SS tower bolt (12") -1 no.
- g. Crash Bar – GFCI – Government Furnished Contractor Installed.

4.1.9 Electrical works

1. Supply and pull necessary wires as approved by USG for power points and light fixtures from the designated distribution box.

Sizes:

- 4 sq.mm. multi strand Finolex / equivalent cable from breakers to distributions board.
- sq.mm multi strand Finolex / equivalent cable from switches to, lighting and UPS power etc.
- Supply and fix 2' x 2' LED panel light Philips / equivalent for the new space with all supports and connections. Qty. – 15 nos.

4.1.10 Fresh air ventilation duct works

1. Make an opening in the proposed conference room in the designated location from the corridor for provision of fresh air duct.
2. Contractor shall use 24 gauge GI sheet to prepare hard rectangular duct to carry fresh air to the proposed conference room.
3. Duct shall start with 6" square from the point where it taps in to the main duct and they reduces to 4" square till the entry point to the conference room.
4. Supply and install a GI duct collar with damper on the corridor fresh air duct. Size – 6"X6"
5. Supply and install a 12"X 8" fresh air GI grill (power coated) at the designated location in the false ceiling in the proposed conference room.
6. Provision of duct support angle, 8mm rod, 8mm nut, 6mm bold nut, 8mm anchor fastener set, washer, duct joint gasket.

4.1.11 Painting works

1. Paint the wall and ceiling areas wherever necessary with two coats of premium emulsion paint of approved color with roller finish. **Quantity - LS**
Make: Asian / Equivalent.

Note:

1. Vendors need to take measurements at the time of site inspection.
2. All safety measures shall be followed while executing the project.
 3. All the debris needs to be cleared from the office building.

GENERAL

A Site Preparation

Before work is initiated, the crew shall identify the limits of work, establish work zones, and install appropriate safety fencing, temporary chain link fencing, barricades, and signage, if needed. Work zones shall be clearly demarcated and areas for staging and stockpiling contaminated and non-contaminated soil shall be identified.

This being a green field project, there is no space for storage of any material or otherwise. Contractor has to make his own arrangements for storage of the material on site or for its security. USG, under no circumstances will be responsible for any misplacement or steeling of the material / tools from the site.

B Working Hours

Normal working hours at the site are 8 hours per day and or 40 hours a week between the hours of 08:30 – 17:00 hrs. Monday through Friday. Actual construction work hours shall be coordinated with the COR. The COR may, upon request and if circumstances permit, approve other hours and/or work on weekends and holidays provided that it is not noisy work (being that this is a residential compound), and that no additional costs will arise to the U.S. Government as a result thereof. A minimum of 24 hours advance notice of intent to request other hours shall be given to the COR.

(b) In addition to the recognized public holidays, the Department of State observes the following American holidays, and/or any other day designated by Federal law, Executive Order or Presidential Proclamation.

AMERICAN CONSULATE GENERAL, CHENNAI, INDIA LIST OF OFFICIAL HOLIDAYS FOR YEAR 2019

DATE	DAY	HOLIDAY	TYPE
August 12	Monday	Id-Uz-Zuha (Bakrid)	Indian
August 15	Thursday	Independence Day	Indian
August 23	Friday	Krishna Jayanthi	Indian
September 2	Monday	Labor Day	American
October 2	Wednesday	Mahatma Gandhi's Birthday	Indian
October 7	Monday	Ayutha Pooja	Indian
October 8	Tuesday	Vijaya Dasami	Indian
October 14	Monday	Columbus Day	American
November 11	Monday	Veterans Day	American
November 28	Thursday	Thanksgiving Day	American
December 25	Wednesday	Christmas Day	American

C Quality Assurance and Quality Control

Introduction. A principal factor of performance on a project is the Contractor's control of the quality of workmanship. The Contractor shall establish and maintain a project-specific Quality Management Program (QMP) which defines and implements a quality system. The quality system is a documented organizational process which describes responsibilities, procedures, and resources for providing quality control and quality assurance on a project. Effectiveness of the QMP is achieved through adequate planning, forceful direction, and checking in the sense of measurement and evaluation. The QMP applies to the control of quality throughout all areas of contract performance.

Quality Management Program the Contractor's QMP shall be Facility Management Office (COR)-approved to provide employees, consultants, and/or joint-venture partners with established, uniform procedures for production of project data and documents throughout the construction process. Principal functions of the QMP are the following:

The Contractor shall be responsible for all materials delivered and work performed until final completion and acceptance of the entire work, except for any completed unit of work, which may have been accepted in writing under the contract.

D Final Completion and Acceptance**Definitions**

(a) "Final completion and acceptance" means the stage in the progress of the work as determined by the COR and confirmed in writing to the Contractor, on which all work required under the contract has been completed in a satisfactory manner in accordance with the requirements thereof, subject to the discovery of defects after final completion, and except for items specifically excluded in the notice of final acceptance.

(b) The "date of final completion and acceptance" means the date determined by the COR as of which final completion of the work has been achieved, as indicated by written notice to the Contractor.

(c) Request for Final Inspection and Tests

The Contractor shall give the COR at least 15 days advance written notice of the date the work will be fully completed and ready for final inspection and tests. Final inspection and tests will be started not later than the date specified in the aforesaid notice unless the COR determines that the work is not ready for final inspection and so informs the Contractor.

(d) Final Acceptance

Upon (a) satisfactory completion of all required tests, (b) verification by the COR on the basis of a final inspection that all items listed in the Schedule of Defects have been completed or corrected and that the work is finally complete, subject to the discovery of defects after final completion, and (c) submittal by the Contractor of all documents including contractor close-out documents, and other items required upon completion of

the work, including a final request for payment, and if the COR is satisfied that the work under the contract is complete and the contract has been fully performed, with the exception of continuing obligations there under, the COR shall issue to the Contractor a notice of final acceptance and process final payment as required by the contract.

E General Notes:

Contractor should follow the following specifications wherever required:

1. Contractor shall provide warrantee certificate for at least 5 years against the material performance and work performance. In case of any such event contractor is liable to replace and install the same at his own cost.
2. Contractor will arrange for a dedicated full time engineer/supervisor for the entire duration of the project failing which leads to termination of the project.
3. Contractor will provide test certificate for the concrete used in casting the RCC enclosure around tank and for trench work. Test shall be done at reputed test lab locally.
4. Contractor will inform the COR of the project regarding delivery of any material to the site for at least two days prior to delivery, so as to get security approval and inspection of the same can be arranged.
5. Contractor should always keep the site clean from any kind of debris or malba. At the end of the day the site should be a completely protected/barricaded. Reflective signs shall be installed after end of each day around entire site.
6. Contractor will transfer all guarantee cards provide by the manufacturer for the material installed in the name of American Embassy.
7. Contractor shall inform COR immediately in case some deviation is there from the actual scope or any time delay is there from the actual schedule submitted at the time of commencement of the project. In such case contractor shall submit in writing cause of delay to COR and after approval of the same revised schedule shall be submitted with COR.
8. Contractor shall provide all shuttering and other necessary material to complete the job in Satisfactory manner.
9. Contractor will refer IS 456 (latest) for all the RCC work and shuttering etc.

F. Inspection of Construction

Definition: "Work" includes, but is not limited to, materials, workmanship, and manufacture and fabrication of components.

- a. The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the contract conforms to contract requirements. The Contractor shall maintain complete inspection records and make them available to the Government. All work shall be conducted under the general direction of the Contracting Officer and is subject to Government inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract.
- b. Government inspections and tests are for the sole benefit of the Government and do not
 - o Relieve the Contractor of responsibility for providing adequate quality control measures;
 - o (b) Relieve the Contractor of responsibility for damage to or loss of the material before acceptance.
 - o (c) Constitute or imply acceptance; or
 - o (d) Affect the continuing rights of the Government after acceptance of the completed work under paragraph (i) of this section.
- c. The presence or absence of a Government inspector does not relieve the Contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specification without the Contracting Officer's written authorization.
- d. The Contractor shall promptly furnish, at no increase in contract price, all facilities, labor, and material reasonably needed for performing such safe and convenient inspections and tests as may be required by the Contracting Officer. The Government may charge to the Contractor any additional cost of inspection or test when work is not ready at the time specified by the Contractor for inspection or test, or when prior rejection makes re-inspection or retest necessary. The Government shall perform all inspections and tests in a manner that will not unnecessarily delay the work. Special, full size, and performance tests shall be performed as described in the contract.
- e. The Contractor shall, without charge, replace or correct work found by the Government not to conform to contract requirements, unless in the public interest the Government consents to accept the work with an appropriate adjustment in contract price. The Contractor shall promptly segregate and remove rejected material from the premises.
- f. If the Contractor does not promptly replace or correct rejected work, the Government may -
By contract or otherwise, replace or correct the work and charge the cost to the Contractor;
Or terminate for default the Contractor's right to proceed.

- g. If, before acceptance of the entire work, the Government decides to examine already completed work by removing it or tearing it out, the Contractor, on request, shall promptly furnish all necessary facilities, labor, and material. If the work is found to be defective or non-conforming in any material respect due to the fault of the Contractor or its subcontractors, the Contractor shall defray the expenses of the examination and of satisfactory reconstruction. However, if the work is found to meet contract requirements, the Contracting Officer shall make an equitable adjustment for the additional services involved in the examination and reconstruction, including, if completion of the work was thereby delayed, an extension of time.
- h. Unless otherwise specified in the contract, the Government shall accept, as promptly as practicable after completion and inspection, all work required by the contract or that portion of the work the Contracting Officer determines can be accepted separately. Acceptance shall be final and conclusive except for latent defects, fraud, gross mistakes amounting to fraud, or the Government's rights under any warranty or guarantee.

G. Accident Prevention

- a. General - The Contractor shall provide and maintain work environments and procedures which will (1) safeguard the public, Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities; (2) avoid interruptions of Government operation and delays in project completion dates; and (3) control costs in the performance of this contract. For these purposes, the Contractor shall -
- Provide appropriate safety barricades, signs and signal lights;
 - Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and
 - Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for this purpose are taken.
- b. Safety Manager - (1) The Contractor shall designate a safety manager for this contract. The safety manager shall be responsible for coordination of safety procedures, and monitoring of those aspects of the work that pose the greatest safety risks. (2) If, during the performance of this contract, the contractor encounters hazardous materials (including asbestos-containing materials, etc), the contractor shall immediately report the situation to the COR.
- (c) Records - The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft or loss of property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the COR.
- (d) Subcontracts - The Contractor shall be responsible for its subcontractors' compliance with this clause.

- (e) Written Program - Before commencing work, the Contractor shall --
- (1) Submit a written proposal for implementing this clause; and
 - (2) Meet with the COR to discuss and develop a mutual understanding relative to administration of the overall safety program.
- (f) Notification - The COR will notify the Contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the Contractor or the Contractor's representative at site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work issued under this clause.

H. Substitutions

Contractor is supposed to confirm the availability of all the material required in the project initially and get them approved by COR.

Any material which is not available or discontinued by the manufacturer shall be brought in to notice of the COR ASAP.

The Contractor must receive approval in writing from the COR. Any substitution request shall be accompanied by sufficient information to permit evaluation by the Government, including but not limited to the reasons for the proposed substitution and data concerning the design, appearance, performance, composition, and relative cost of the proposed substitute.

Contractor shall not bring or use any product without prior approval from COR on the site.

Requests for substitutions shall be made in a timely manner to permit adequate evaluation by the Government. If, in the COR's opinion, the use of such substitute items is not in the best interests of the Government, the Contractor shall obtain the items originally specified with no adjustment in the contract price or completion date.

Final approval on delivery - Acceptance or approval of proposed substitutions under the contract is conditioned upon approval of items delivered at the site or approval by sample. Approval by sample shall not limit the Government's right to reject material after delivery to the site if the material does not conform to the approved sample in all material respects.

I "Or-Equal Clause"

References in the specifications and drawings, to materials, products or equipment by trade name, make, or catalog number, or to specific processes, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The Contractor may propose for approval or rejection by the COR the substitution of any material, product, equipment or process that the Contractor believes to be equal to or better than that named in the specifications and drawings, unless otherwise specifically provided in this contract.

J Material Specifications for reference

Electrical Wire -Finolex or equivalent.

Professional workers and certified welders in good workmanship and neat manner are required on the site and shall carry the work to the highest standard in the industry. Contractor shall take every measure for fire and life safety matters.

Warranty: The entire installation work will be warranted for the defect liability for a minimum period of 1 year from the date of final commissioning.

K. GENERAL REQUIREMENTS:

INSURANCE - The Contractor is required by FAR 52.228-5, "Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Contractor shall at its own expense provide and maintain during the entire performance period the following insurance amounts:

The foregoing types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

L. QUALIFICATIONS OF OFFERORS

Offerors/quoters must be technically qualified and financially responsible to perform the work described in this solicitation. At a minimum, each Offeror/Quoter must meet the following requirements:

- (1) Be able to understand written and spoken English;
- (2) Have an established business with a permanent address and telephone listing;
- (3) Be able to demonstrate prior construction experience with suitable references;
- (4) Have the necessary personnel, equipment and financial resources available to perform the work;

- (5) Have all licenses and permits required by local law;
- (6) Meet all local insurance requirements;
- (7) Have no adverse criminal record; and
- (8) Have no political or business affiliation which could be considered contrary to the interests of the United States.