

# **ANNEX B AND SAFETY REQUIREMENTS**

## **ANNEX B:**

### **SPECIFICATION OF XXXXXX**

#### **GENERAL CONTRACT TERMS & CONDITIONS**

##### **1) SCOPE**

**The work under this contract includes all materials, labor, equipment and services necessary to complete the works as specified.**

##### **2) MATERIALS, APPLIANCES, EMPLOYEES**

**Unless otherwise stipulated, the contractor shall provide and pay for all materials, labor, tools, equipment, transportation and other facilities necessary for the execution and completion of this work. Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of good quality. It is the responsibility of the contractor to mobilize and involve more laborers and complete the job within the specified time limits.**

**The contractor shall at all times enforce strict discipline and good order among his employees, and shall not employ on the work any person who is unfit or any person who is not skilled in the job assigned.**

**The contractor shall not employ any person below the age of 18 years to work on the job.**

**The contractor and their labor force should abide by the security regulations of the Consulate General, such as display of ID badges, confining to area of work, timeliness, hours of work etc., and should agree to keep the place of work tidy to the extent possible and when the job is completed, undertake to leave the site, the greenery etc., as found prior to starting the above work.**

**The contractor should undertake the responsibility for any accidental injuries to their labor force during the course of work, and keep the Consulate General indemnified of any claim from third parties.**

**Site Supervision: Contractor shall ensure that there is a Supervisor at the site, ALL THE TIME from the date of commencement of project from the time start of the work every day till all the labors leaves the work area. Supervisor must be accompanied with a letter of authorization from the Contractor.**

##### **3) PROJECT COMMENCEMENT AND COMPLETION**

**The work to be performed under this contract shall commence as per Notice to Proceed, following the awarding of this contract.**

##### **4) WORKING HOURS**

**Working hours for this contract shall be 8.30 a.m.to 5.00 p.m., Monday through Friday. Contractor should be prepared to work during late evenings and Saturdays/Sundays, after obtaining prior permission from the Consulate General. The labors should assemble at least 10 minutes before start of work every day. Any labors arriving after the starting time will not be allowed.**

## **5) SECURITY CLEARANCE**

**After award, and once the work are scheduled, the Contractor has three calendar days to submit to the Contracting Officer /COR a list of workers and supervisors assigned to the project. The contractor should provide names of only those persons holding a valid GOI issued identify card. Each of the workers / supervisors should bring the original ID card every day to work. Additionally, it is mandatory that the Contractor complete Questionnaire for Contract Work/Projects from Regional Security Office providing details on the Supervisor assigned for the project at least 3 days before start of the project. The Supervisor will be called for a Security interview before start of the project.**

**Details of each individual worker on the list shall include:**

**Full Name**

**Place and Date of Birth**

**Present/Current local Address**

**Father's name**

**Spouse name**

**Hometown address**

**One/Any of the following Gov't ID will be valid:**

**Pan/ration card #; UIDAI #; Voter card #; Driver license #; Passport #**

**Failure to provide any of the above information may be considered grounds for rejection and/or resubmittal of the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site.**

**(This security requirement may not be required for work at the residences, except CGR)**

## **6) PENALTY CLAUSE**

**The contractor shall be assessed 2% of the total value for each day the work remains incomplete beyond 4 work days allotted unless prior written permission is granted by Administrative Officer/Contracting Officer. (Delays without proper justification shall not be considered ground for time extension)**

**Besides the above, the Consulate General reserves the right to get the work done by another contractor and charge the original contractor if any additional expenditure is incurred by the Consulate General.**

**Damages to, or loss of, U.S. Government and its employees property owing to contractor and their laborers negligence may result in the recovery of cost from the contractor, by the Consulate General.**

**It is the contractor's responsibility to restore original landscaping including planted grass, at no additional charges to the Consulate General.**

## **7) CLEAN UP**

**The contractor shall at all-time keep the premises free from accumulation of waste materials or rubbish generated during the course of work being carried out. At the completion of each workday, clear all the rubbish/ waste and all tools/equipment from in and around the building, leaving the worksite 'broom clean' or its equivalent unless more exactly specified. The scrap/waste material must be cleared to the allotted site which will be shown to the contractor. Upon failure to act as specified above, the Consulate will arrange to clear all waste/rubbish and charge the contractor up to twice the amount incurred on such an action.**

## **8) PAYMENTS**

**The Consulate shall process payments on account of the contract upon receipt of written notice that the work is ready for final inspection and acceptance.**

**An inspection will be promptly carried out by Contracting Officer or his/her representative and if the work is found to be acceptable under the contract documents, the Contracting Officer will approve the contractor's request for payment.**

**The contractor should understand that no advance payment will be made under any circumstances and partial payments can be arranged, as project progresses. Payment will be made on or about 30 days from the date of receipt of proper invoice/bill.**

**The Contractor should forward the original invoice to the following address:  
American Consulate General, 220 Anna Salai, Gemini Circle, Chennai 600006.**

## **9) GUARANTEE**

**The contractor shall guarantee that all the work performed is free from any and all defects in workmanship and materials and that all installations will develop the capacities and characteristics specified.**

**The contractor further guarantees that if during a period of 2 years from the date of the certificate of completion and acceptance of work, any such defects will be remedied by the contractor without any cost to the Consulate General. Should the contractor fail to remedy the defects as outlined above within a reasonable length of time as specified in a notice from the Contracting Officer, the Consulate may have such work done from another source and charge the cost to the contractor.**

## **10) GENERAL**

**The contractor should understand that except water and electricity, the Consulate General will not provide any assistance, such as tools, material handling equipment etc., and should use the water and electricity provided, judiciously without wasting.**

**11) REFERENCES (required by Contractors who are bidding for the first time on a Project in U.S. Consulate, Chennai)**

**Please attach your company profile which should include a list of references (job description, company name, address, phone#, contact person etc.)**

**12) SAFETY – The contractor is responsible for the safety of the labors. He should make sure that all the workmen shall wear the required safety gadgets like helmet, goggles, gloves, shoes, safety belt, etc., - Also see attachment for details**

**WE HEREBY AGREE TO ALL TERMS & CONDITIONS DETAILED ABOVE:**

**Name : \_\_\_\_\_ Designation: \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Office Seal:**

**Commercial terms & conditions:**

**Drafted: Adm/Malathy Ravi**

**Technical terms & conditions:**

**Drafted: Adm/Maint/SShivaraman**

**Approved: GSO**

**SAFETY AND HEALTH REQUIREMENTS (All USG Projects require the use of appropriate Safety gear!)**

The **Contractor** shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

For these purposes, the contractor shall:

1. Provide appropriate safety barricades, signs, and signal lights **AS NEEDED DEPENDING ON THE NATURE OF WORK. DETAILS GIVEN BELOW ARE INDICATIVE AND MANDATORY. CONTRACTOR MAY TAKE ADDITIONAL PRECAUTION AS NEEDED DEPENDING ON THE NATURE OF WORK.**
2. Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,
3. Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.

| #  | Type of work                                      | Personal Protective Equipment (PPE) Requirements |        |                   |         |        |       |
|----|---|--|--------|-------------------|---------|--------|-------|
| 1  | Brick work/all construction related/drainage work | Safety shoe                                      | Helmet |                   |         | Gloves |       |
| 2  | Concrete work                                     | Gumboot  | Helmet |                   |         | Gloves |       |
| 3  | Tiling work                                       | Safety shoe                                      | Helmet |                   |         | Gloves |       |
| 4  | Granite work/cleaning with acids or chemicals     | Safety shoe                                      | Helmet | Respirator        | Goggles | Gloves |       |
| 5  | Paint/ make ready cleaning                        | Safety shoe                                      | Helmet | Respirator        |         |        |       |
| 6  | Carpentry/ Window /Drywall                        | Safety shoe                                      | Helmet |                   | Goggles | Gloves |       |
| 7  | Electrical  | Safety shoe                                      | Helmet |                   |         | Gloves |       |
| 8  | Plumber   | Safety shoe                                      | Helmet |                   |         | Gloves |       |
| 9  | Welder  | Safety shoe                                      | Helmet | Face shield       |         | Gloves |       |
| 10 | Water proofing work                               | Safety shoe                                      | Helmet | Respirator        | Goggles | Gloves |       |
| 11 | Drilling / Chipping / Cutting                     | Safety shoe                                      | Helmet | Respirator        | Goggles | Gloves |       |
| 12 | Working in elevated heights/Shifting furniture    | Safety shoe                                      | Helmet | Full body harness |         |        |       |
| 13 | Chemical dosing system                            | Safety shoe                                      | Helmet | Respirator        | Goggles | Gloves | Apron |

**Contractor must ensure the followings Safety and reporting requirements during the project**

- ❖ **Be present** at the location on time (9.00 am – 5.00 pm) and monitor all activity
- ❖ Supervise work being performed
- ❖ **Ensure that laborers** are wearing **all required PPE as appropriate.**
- ❖ **Failure for complying safety requirements and repeated delays in reporting for work as scheduled will result in barring the contractor for future business with consulate.**