



**MODIFICATION AND RENOVATION AT CONSULATE  
OFFICE BUILDING TO INCORPORATE OFFICE SPACES  
FOR NEW BANK OF AMERICA SPACE – 2<sup>ND</sup> FLOOR,  
CHENNAI, INDIA  
STATEMENT OF WORK  
NOVEMBER 2018**

**Scope of work for Renovation / Modifications 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 contractor to carry out renovation and modifications in consulate office building. Work involved demolition, erection of dry wall partition, electrical – new 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 demolished material as per host government rules and regulations.

Drawings will be shown during site visit.

**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 Work –**

- i. Demolition / Modification of the existing dry wall partition.
- ii. Erection of 6” thick dry wall partition.
- iii. False ceiling installation.
- iv. Provide and Install wooden doors.
- v. Vitrified Tile Flooring
- vi. Modular Furniture / Office Furniture.
- vii. Carpet Tiles
- viii. Painting.

**Electrical Work**

- i. To provide and install or rearrange electrical outlets in the proposed areas for renovation.
- ii. To provide and install new LED light fixtures.

- iii. To provide and install electrical outlets in the proposed office spaces per locations shown during contractors walk through.

**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 any work.

**b. Codes:**

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

**4.0 Scope of Work**

The scope of this work is to make modifications in the existing set up to accommodate BOA office spaces. Contractor shall be providing all the material and labor required for Civil, Electrical, Mechanical, Structural Works and other associated works.

**4.1 SOW – New Bank of America space - 2nd floor**

**1. Gypsum dry wall partition work**

Construct double gypsum dry wall partitions of size 5 feet x 12 feet (2 Nos) and 13 feet x 12 feet to create space for BOA. The completed wall shall be 150 mm thick. The wall will extend from, floor up to the ceiling. The metal frame shall be of 2x50mm. The void space between the frames shall be filled with fibreglass rock wool insulation with a density not less than 50kg/cum. Two sets of 12mm Gypsum board shall be placed on either side of the frame, making the total wall thickness to 150mm. 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 – 100 sft. Make: GypIndia / Equivalent.**

**2. False ceiling works**

- a. Existing false ceiling tiles to be removed and disposed
- b. Supply and fixing of new false ceiling tiles with necessary channel / frame work and accessories **Total area – 170 sft. Make: Armstrong / Equivalent.**

**3. Carpentry works**

- a. Convert the existing entrance wooden door into Dutch door by cutting into half at appropriate height.
- b. Supply and fix necessary accessories viz., handles, hinges, door stoppers etc.
- c. The bottom door shall be provided with a small wooden foldable counter top at the center.

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- d. Remove the existing carpet tiles and refix after completion of work.
- e. Fix frosting sticker on the portion of glass window on the BOA partition side.
- f. Executive work table made of 25mm thick post-formed table top with modesty front panel and side panel with post-formed side support legs. Dimensions: L-900mm X L-1500mm X W-600mm X H-750mm Qty – 1 set
- g. Wooden storage unit made of 18mm thick pre-laminated board with post-formed top and one shelf making 2 compartments, swing open shutters with locking arrangement. Dimensions: L-1125mm X D-450mm X H-975mm
- h. Qty – 1 Set.
- i. Wooden storage unit made of 18mm thick pre-laminated board with post-formed top and 3 shelves making 4 compartments (adjustable type), swing open shutters with locking arrangement. Dimensions: L-2440mm X D-610mm X H-2290mm  
Qty – 1 Set.

### **4. Electrical works**

- a. Supply and fix 2' x 2' LED panel light for the new space with all supports and connections.  
Qty – 3 nos.
- b. Supply and fix 12" PVC air circulation fan with louver (USHA / Khaitan) on the newly constructed dry wall inside the new cash room to supply cold air from the main area with necessary openings as needed.

### **5. Painting works**

1. Paint the entire area (wall and ceiling areas) with two coats of premium emulsion paint of approved color with roller finish. **Total area – 600 SFT**
2. Scrap the metal and rust on the exterior window and apply metal paste as appropriate.
3. Apply primer and two coats of black color enamel paint and finishing.
4. Varnishing and finishing of the wooden doors.

### **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 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, 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.

### **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:

- a. Contractor shall use Mechanical Mixer to mix the concrete or use RMC (Ready Mix Concrete) for all purposes along with needle vibrator.
- b. 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.
- c. Following are the common specifications for the project
  - All brick work should be done in 1:4 cement mortar (1 cement: 3 stone dust)
  - P C C should be in the ratio 1: 4: 8 (1 cement: 4 stone dust: 8 stone aggregate)

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- R C C should be in the ratio 1: 1 ½: 3 (1 cement: 1 ½ stone dust: 3 stone aggregate (½” size)).
  - Plastering where ever required should be done with cement, stone dust mortar (in the ratio 1:3).
- d. 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.
- e. 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.
- f. 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.
- g. Contractor should always keep the site clean from any kind of debris. 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.
- h. Contractor will transfer all guarantee cards provide by the manufacturer for the material installed in the name of American Consulate General, Chennai.
- i. 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.
- j. Contractor shall provide all shuttering and other necessary material to complete the job in satisfactory manner.
- k. Contractor will refer IS 456 (latest) for all the RCC work and shuttering etc.

### G **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
- Relieve the Contractor of responsibility for providing adequate quality control measures;

- (b) Relieve the Contractor of responsibility for damage to or loss of the material before acceptance.
  - (c) Constitute or imply acceptance; or
  - (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.

**F 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;



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- 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**

- |                         |   |
|-------------------------|---|
| <b>Bricks –</b>         | All bricks shall be well baked and of 1 <sup>st</sup> class quality.  |
| <b>Cement –</b>         | OPC 53 grade Cement of reputed company.   |
| <b>Coarse sand –</b>    | Good quality stone dust - Fine aggregates generally consist of natural sand or crushed stone with most particles smaller than 5 mm (0.2 in.). |
| <b>Stone Aggregate:</b> | Per IS 456 – 1978 for reinforced concrete works, aggregates having a nominal size of 20mm are generally considered satisfactory.              |
| <b>Fine Sand –</b>      | Salt free washed fine sand  |
| <b>Electrical Wire</b>  | 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.

**Note:** All welding wherever required shall be done as per Indian Standards by professional certified welders, by edge cutting, preparation of ‘V’ grooves at the ends with the help of grinders, keeping 2.5 mm gap for weld filling between two pipes, welding first root run with ISI approved quality welding electrodes (recommended make is ESAB), grinding root run, clean welded surface, dye penetration test butt joints and final finish weld run with 3.15 mm 6013 welding electrodes.

All metal support work to be painted with one coat of anti-rust metal primer and two coats of synthetic enamel paint. Only stainless steel nut bolts and washers are to be used.

**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.