

 GUJARAT ENERGY	SCOPE OF WORK <u>Civil, Interior, Electrical & Allied Services</u> <u>Modification for Avdhesh House (A-Wing) - Ahmedabad.</u>
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REV. NO	REVISION DESCRIPTION	DATE OF ISSUE
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1. PROJECT OVERVIEW

1.1 Project Background:

Gujarat Energy Limited (GEL) intends to undertake renovation, refurbishment, modification, and modernization works at its existing office premises located at Avdhesh House (A-Wing), Ahmedabad, having an approximate carpet area of 3,000 Sq.Ft.

The existing office is presently furnished and it is operational. GEL proposes to modify the existing layout, improve functionality, upgrade interior aesthetics, optimize workspace utilization, enhance employee facilities, and incorporate modern IT and security infrastructure.

The work shall be executed on a turnkey basis including dismantling, civil modifications, interior works, electrical works, networking, ELV systems, testing, commissioning, documentation, and final handover.

1.2 Objective:

The objective of this contract is to appoint a competent and experienced contractor for execution of Civil, Interior, Electrical, IT, ELV, Furniture, and Allied Works required for the proposed office modification. The completed facility shall provide a safe, efficient, aesthetically appealing, and technology-enabled workplace in accordance with GEL requirements.

1.3 Project Location

The work shall be executed at Avdhesh House (A-Wing), Ahmedabad. The Contractor shall visit the site prior to submission of bid and familiarize itself with site conditions, access restrictions, operational constraints, and existing infrastructure.

1.4 Completion Period

The entire scope of work shall be completed within Ninety (90) Calendar Days from the date of issuance of Work Order or Site Handover, whichever is later. The Contractor shall deploy adequate manpower, supervision, materials, tools, and equipment to achieve the specified completion schedule.

2. GENERAL CONDITIONS

2.1 Definitions and Interpretation

The term “GEL” shall mean Gujarat Energy Limited. The term “Contractor” shall mean the successful bidder appointed by GEL for execution of the work. Any reference to drawings, specifications, BOQ, or instructions shall include revisions issued by GEL during execution of the project.

2.2 Scope of Contract

The Contractor shall execute all works in accordance with approved drawings, specifications, BOQ, relevant standards, and instructions issued by GEL. Any item or activity necessary for the successful completion and intended operation of the office, whether specifically mentioned or not, shall be deemed included in the Contractor's scope.

2.3 Contractor's Responsibility

The Contractor shall provide all labour, materials, consumables, supervision, transportation, tools, testing equipment, machinery, temporary facilities, and other resources necessary for successful completion of the project.

2.4 Working in Occupied Premises

The office premises may remain partially operational during the execution of the work. The Contractor shall plan activities to minimize inconvenience to office operations and shall coordinate all shutdowns, noisy activities, and service interruptions with GEL.

2.5 Site Verification

The Contractor shall verify all dimensions, levels, existing services, and site conditions prior to commencement of work. No claim arising from lack of site knowledge shall be entertained after the award of the contract.

2.6 Protection of Existing Assets

The Contractor shall protect all existing furniture, flooring, ceilings, electrical installations, networking infrastructure, and office equipment during execution of the work. Any damage caused shall be repaired or replaced at the Contractor's cost.

2.7 Insurance Requirements

The Contractor shall maintain valid Workmen's Compensation Insurance, Contractor's All Risk Insurance, Third Party Liability Insurance, and other statutory insurance policies applicable to the project.

2.8 Manpower Deployment

Qualified engineers, supervisors, technicians, electricians, carpenters, fabricators, and skilled workers shall be deployed throughout the project duration. GEL reserves the right to reject unsuitable personnel.

2.9 Statutory Compliance

The Contractor shall comply with all applicable labour laws, safety regulations, environmental requirements, and local authority regulations.

2.10 Confidentiality

All drawings, layouts, office information, networking infrastructure details, and security arrangements shall be treated as confidential and shall not be disclosed without prior approval of GEL.

2.11. Site Mobilization & Temporary Facilities:

The Contractor shall mobilize all necessary manpower, tools, tackles, equipment, temporary storage arrangements, safety facilities, and site supervision personnel required for commencement and execution of the work. All temporary facilities required for the execution of the project shall be arranged by the Contractor at its own cost.

2.12. Material Storage & Custody

The Contractor shall be responsible for safe storage, handling, protection, and custody of all materials, equipment, and tools brought to site. GEL shall not be responsible for any loss, theft, damage, or deterioration of materials stored by the Contractor.

3. CIVIL WORKS

The scope shall include dismantling, demolition, masonry works, plastering, flooring, painting, waterproofing, repairs, and associated civil modifications required for implementation of the approved layout.

The Contractor shall carefully dismantle existing partitions, ceilings, flooring, fixtures, and services while preserving reusable materials identified by GEL. Debris generated from dismantling activities shall be removed regularly and disposed of at approved locations.

The scope shall further include construction and modification of masonry walls, openings, plastering, skirting, granite works, tile flooring, painting, crack repairs, sealing works, and restoration of disturbed surfaces.

All completed works shall be properly finished, levelled, cleaned, and handed over in a satisfactory condition.

4. INTERIOR FIT-OUT WORKS

The Contractor shall execute complete interior fit-out works, including partitions, false ceilings, modular furniture, carpentry, doors, hardware, wall panelling, signage, and branding elements.

Partition systems may comprise gypsum board partitions, glazed partitions, aluminium partitions, and other approved systems. All partitions shall be properly aligned and integrated with electrical and communication services.

The Contractor shall provide modular workstations, executive furniture, storage systems, conference tables, reception counters, and associated furniture items using approved materials and finishes.

Pantry areas, utility spaces, signage systems, corporate branding elements, decorative wall treatments, and architectural finishes shall also form part of the scope.

5. ELECTRICAL WORKS

The Contractor shall execute complete electrical modification works including supply, installation, testing, and commissioning of electrical distribution systems, lighting systems, power systems, and associated accessories.

The scope shall include cabling, conduits, distribution boards, MCBs, RCCBs, switches, sockets, lighting fixtures, emergency lighting, UPS connectivity, and earthing systems.

Dedicated power and UPS circuits shall be provided for workstations, networking equipment, conference rooms, server infrastructure, and critical loads.

The Contractor shall coordinate with existing HVAC services and carry out modifications to diffusers, grilles, thermostats, and associated ceiling restoration works wherever required.

6. IT & ELV WORKS

The Contractor shall design, supply, install, test, certify, and commission a complete IT and ELV infrastructure for the office premises.

The scope shall include Structured Cabling System (LAN, Voice and Data), Network Racks, Patch Panels, Cable Management Systems, Wi-Fi Infrastructure, CCTV Surveillance System, Access Control System, Fire Alarm System, Public Address System, Video Conferencing Infrastructure, and Server Room Infrastructure.

All installations shall comply with applicable TIA/EIA, ISO, BIS, NBC, and manufacturer standards and shall be fully integrated with existing infrastructure wherever applicable.

7. HEALTH, SAFETY & ENVIRONMENT

The Contractor shall comply with GEL HSE requirements, statutory regulations, and industry best practices throughout the project duration.

Mandatory PPE shall be used by all personnel. Daily housekeeping, toolbox talks, risk assessments, emergency preparedness, incident reporting, and environmental management practices shall be implemented throughout the project.

8. QUALITY ASSURANCE & INSPECTION

All materials and workmanship shall conform to approved specifications and applicable standards.

Material samples, technical datasheets, and manufacturer certificates shall be submitted for approval before procurement.

GEL shall have unrestricted access to inspect materials, workmanship, and project progress at any stage of execution.

9. TESTING & COMMISSIONING

The Contractor shall perform complete testing, commissioning, certification, and performance verification of all installed systems.

Electrical systems, IT infrastructure, CCTV, Access Control, Fire Alarm, Public Address, networking systems, and integrated services shall be tested and demonstrated before final acceptance.

10. DOCUMENTATION & DELIVERABLES

The Contractor shall submit As-Built Drawings, Test Reports, O&M Manuals, Warranty Certificates, Asset Registers, Completion Dossiers, and Digital Documentation.

Operational training shall be provided to GEL personnel for all newly installed systems before project handover.

11. WARRANTY & DEFECT LIABILITY PERIOD

The Contractor shall provide a Defect Liability Period of Twelve (12) Months from the date of completion and acceptance of work.

Any defect reported by GEL during the Defect Liability Period shall be attended within twenty-four (24) hours and rectified at no additional cost.

12. COMPLETION & HANDOVER

The Contractor shall ensure all systems are operational and all contractual obligations are fulfilled before offering the project for final inspection.

The site shall be thoroughly cleaned and handed over in a ready-to-occupy condition along with all drawings, manuals, certificates, warranties, and documentation.

13. PROJECT EXECUTION SCHEDULE

The Contractor shall submit a detailed project execution schedule within seven (7) days of award of work.

Weekly progress meetings shall be conducted with GEL & Architects-PMC. Delays shall be addressed through the deployment of additional resources without additional cost implication to GEL.

Liquidated Damages shall be applicable for delay in completion as per tender conditions.

14.MEASUREMENT & PAYMENT

All measurements of executed work shall be jointly recorded and verified by the Architect/PMC, GEL Engineer-in-Charge, and the Civil & Interior Contractor or their authorized representatives. The measurements so recorded shall form the basis for certification of work completed and processing of interim and final bills.

Payments shall be released based on the actual quantities of work executed at site, duly measured, verified, and certified by the Architect/PMC and approved by GEL. The Contractor shall submit supporting measurement sheets, test certificates, and other relevant documents along with the bill for verification and certification.

All statutory deductions, including GST-TDS, Income Tax, Labour Cess, and any other deductions applicable under prevailing laws, rules, regulations, and contract conditions, shall be recovered from the Contractor's bills as applicable.

15.SPECIAL CONDITIONS

The Contractor shall coordinate with other agencies, maintain site security, ensure safe storage of materials, comply with GEL policies, and facilitate inspections by GEL representatives at all times.

The Contractor shall remain fully responsible for quality, safety, statutory compliance, performance, and timely completion of the project.